



Functional Directory

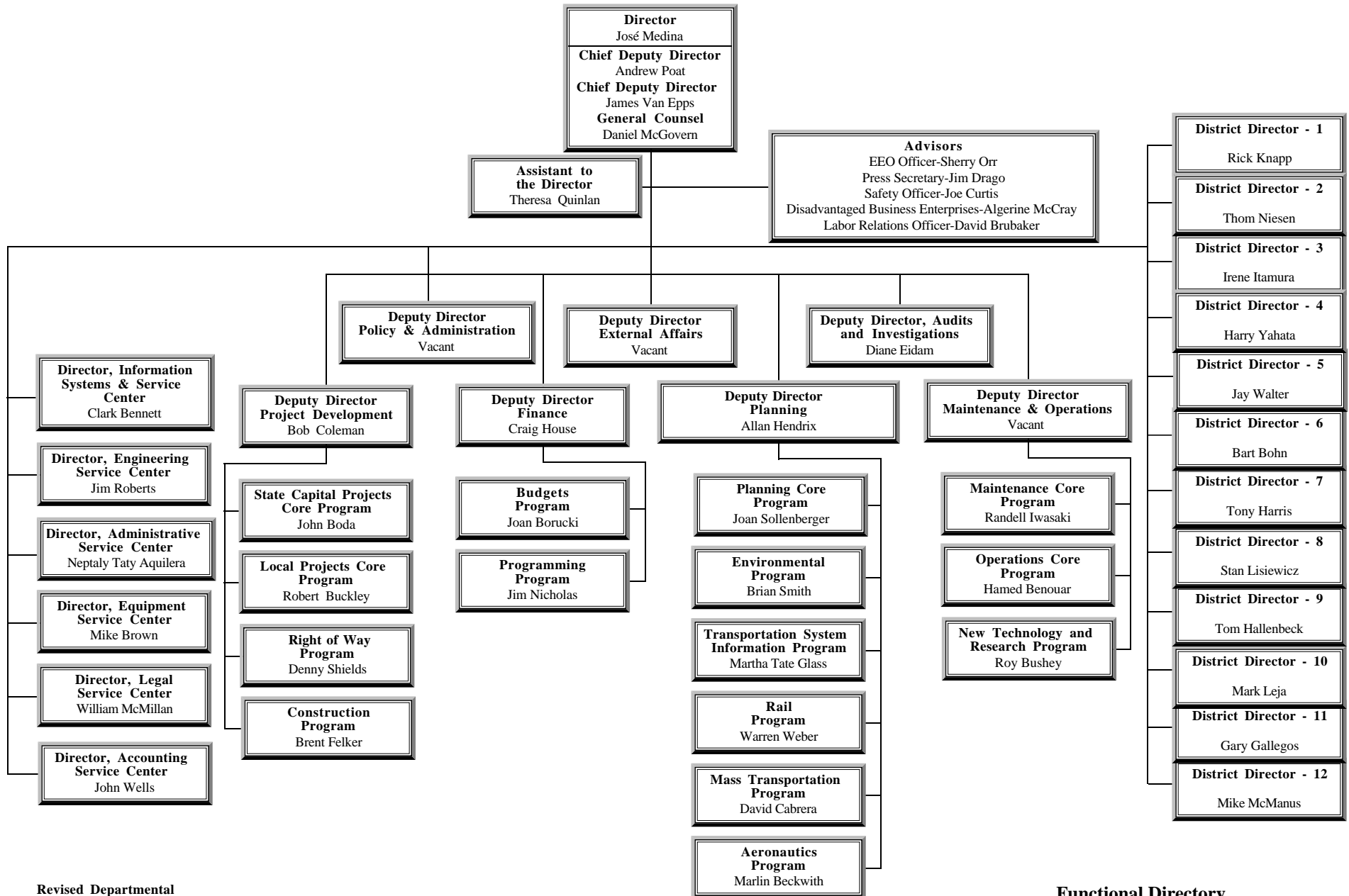
October 1998

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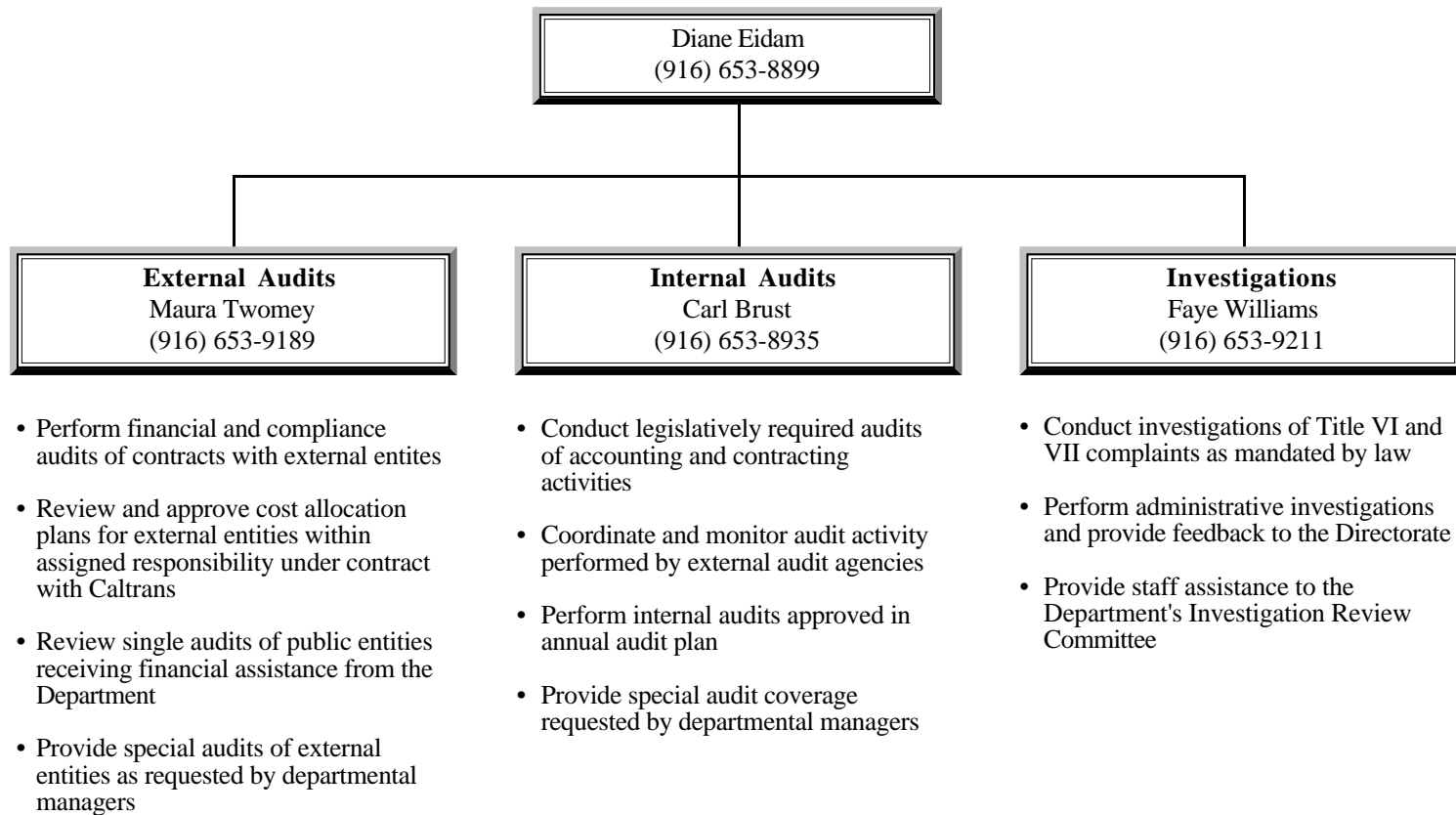
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State of California Department of Transportation



Audits & Investigations



External Affairs



- Serve as Department's Press Secretary
- Gather and disseminate public information regarding Caltrans
- Advise the Directorate on media relations
- Prepare and disseminate news releases and fact sheets for public consumption
- Develop public presentation material for the Director and other Caltrans staff
- Provides program direction for District Public Information Officers

- Advocate the Administration's transportation interests to the California Congressional Delegation
- Monitor Congressional activity

- Analyze pending legislation relating to transportation and recommend positions for the Department
- Advocate the Department's position on State legislation
- Respond to inquiries from legislators, legislative staff and local government officials
- Develop legislative proposals, seek authors and work to secure passage of those proposals
- Coordinate with other state and local transportation interests

- Public/Private Partnership development
- NAFTA issue resolution
- Privatization/South Western Border Alliance coordination
- Spaceport office

- Transportation Finance Bank Development and Implementation
- Innovative finance and revenue policy development
- Coordinate with metropolitan Planning Organization and Regional Transportation Planning Agencies

Budgets

Joan Borucki
(916) 654-4556

Capital Budgeting

Norma Ortega
(916) 657-5033

- Prepare allocations and financial reports for the CTC
- Prepare Governor's Budget for capital and local programs
- Primary contact and advisory for capital and local programs budgets and CTC issues
- Provide financial management for bond implementation
- Cash management
- Financial analysis and scenarios

Support Budget Management

Robert Boriskin
(916) 654-3316

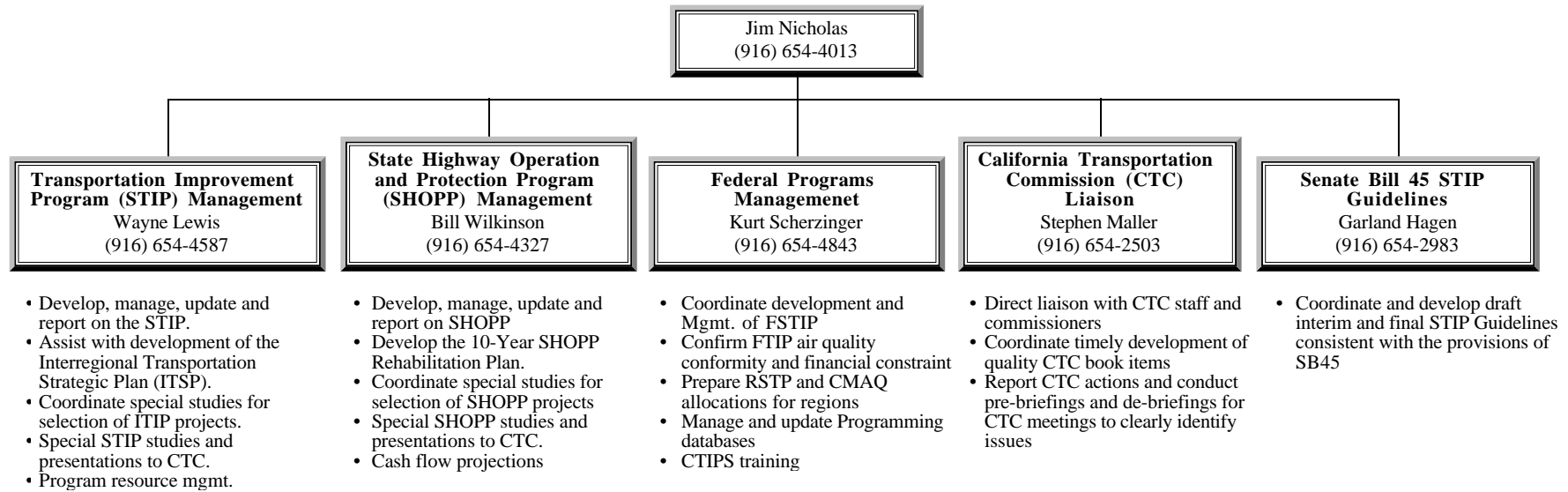
- Prepare Governor's Budget
- Primary contact for Legislative Analyst Office and Department of Finance
- Review Budget Change Proposals, Section 28s and bill analysis
- Prepare allocations and monitor expenditures
- Provide consultation to the Directorate and Program on support budget issues

Federal Resources

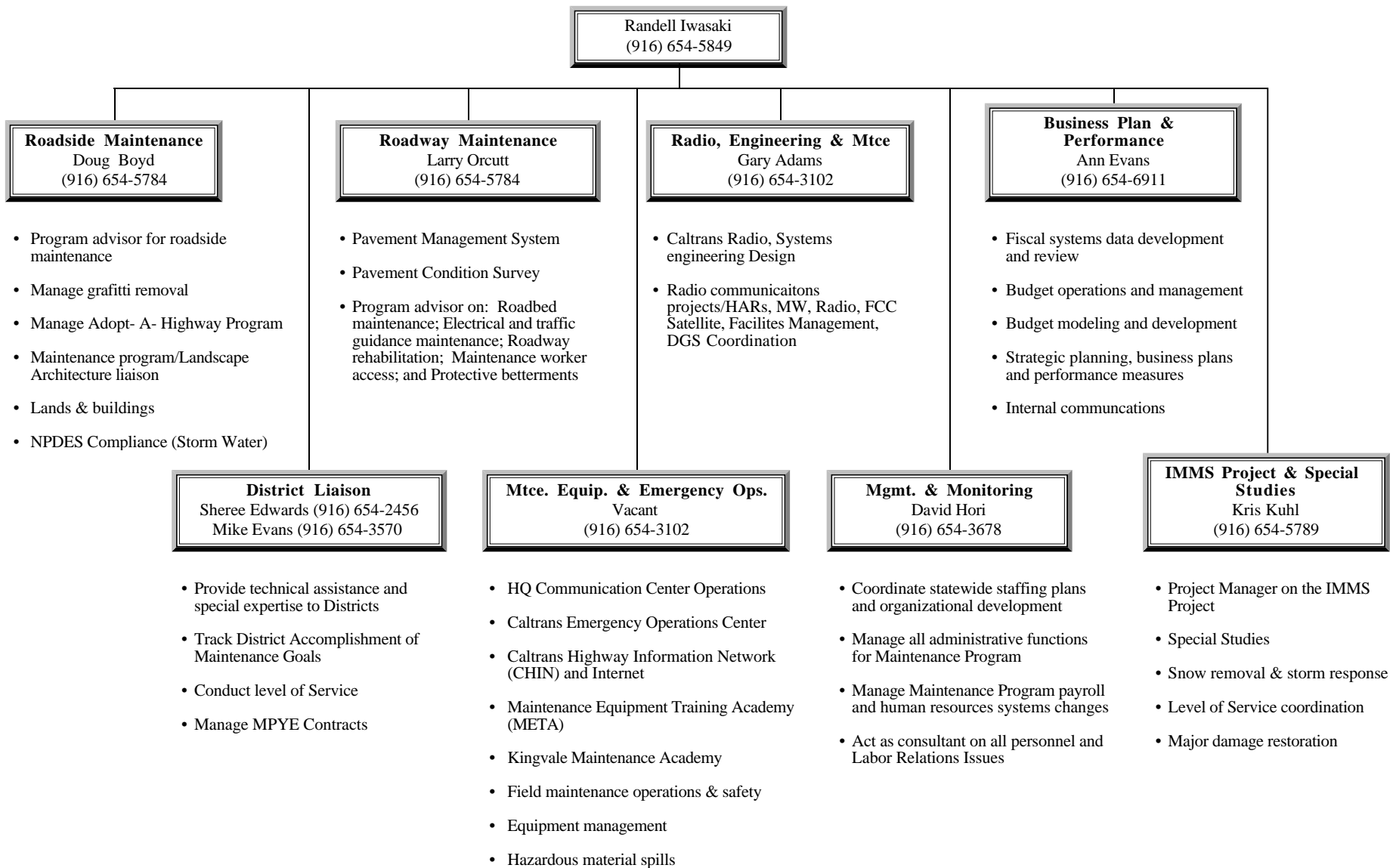
Dick Petrie
(916) 654-3043

- Assure that Federal resources are managed efficiently
- Authorize Federal funding for scheduled projects
- Implement innovative federal funding solutions

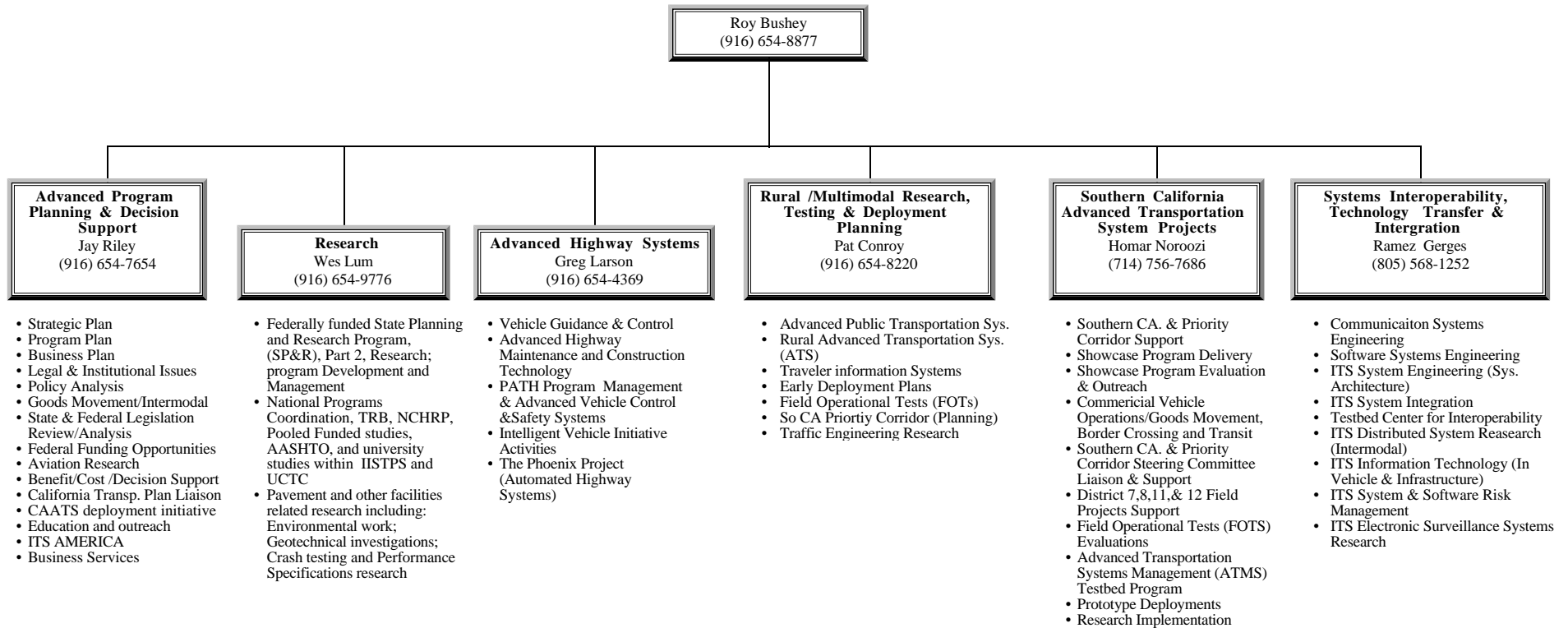
Programming



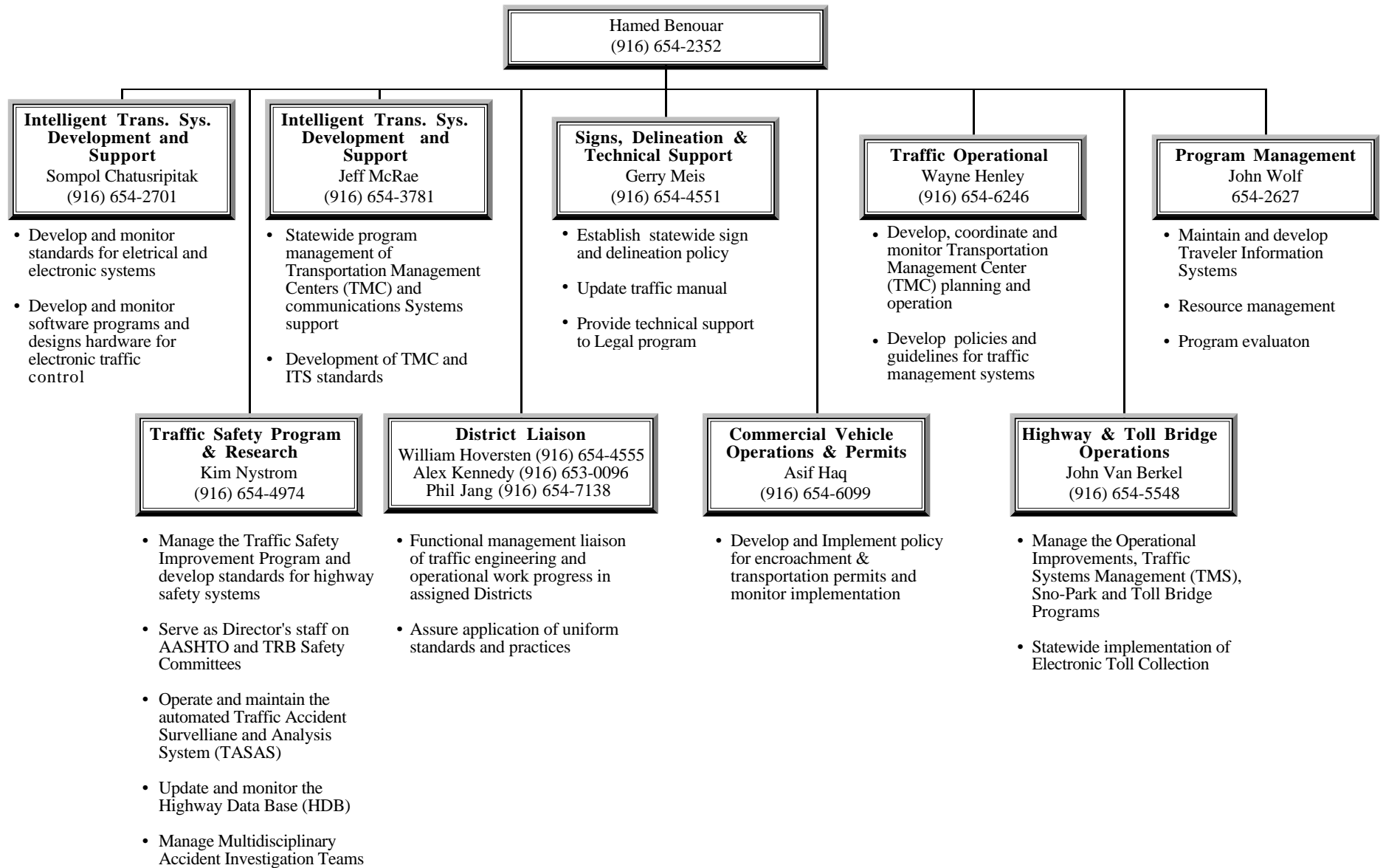
Maintenance



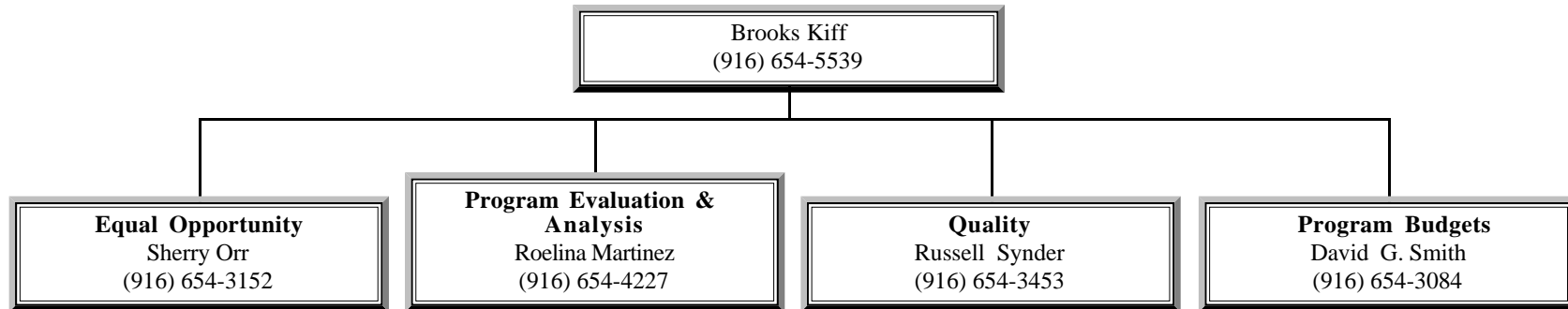
New Technology & Research Program



Traffic Operations



Policy & Administration



- Conduct informal investigations
- Establish and monitor departmental guidelines, goals & timetables
- EEO, Sexual Harrassment, Reasonable Accommodation and ADA policy
- Internal Communications

- Manage the Department's strategic planning process
- Program & organizational evaluations
- Policy formulation analysis
- Develop new strategic direction and policies

- Develop Quality Plan
- Facilitate implementation and reward Quality activities

- Develop and recommend budget strategies
- Prepare annual budget plan
- Prepare management monitoring reports
- Develop Support Program business plan

Aeronautics

Marlin Beckwith
(916) 654-5470

Airports
Elizabeth Eskridge
(916) 654-5203

- Conduct public-use airport and hospital heliport safety and permit compliance inspections
- Under contract, inspect specified airports and update Federal Aviation Administration (FAA) Master Record
- Assist airport management in complying with State and Federal laws & regulations
- Process airport and heliport permits
- Evaluate proposed school sites near airports
- Approve helicopter landing sites near schools
- Review decisions of utilities to not mark overhead power lines, per appeal procedures

Aviation Programs
Mike Farmer
(916) 654-5174

- Provide grants and loans to airports for capital improvement projects
- Administer operating and capital budgets
- Analyze and monitor Federal and State aviation legislation
- Analyze impact of aviation on State's economy
- Review & comment on environmental documents affecting airports/heliports
- Support all administrative activities

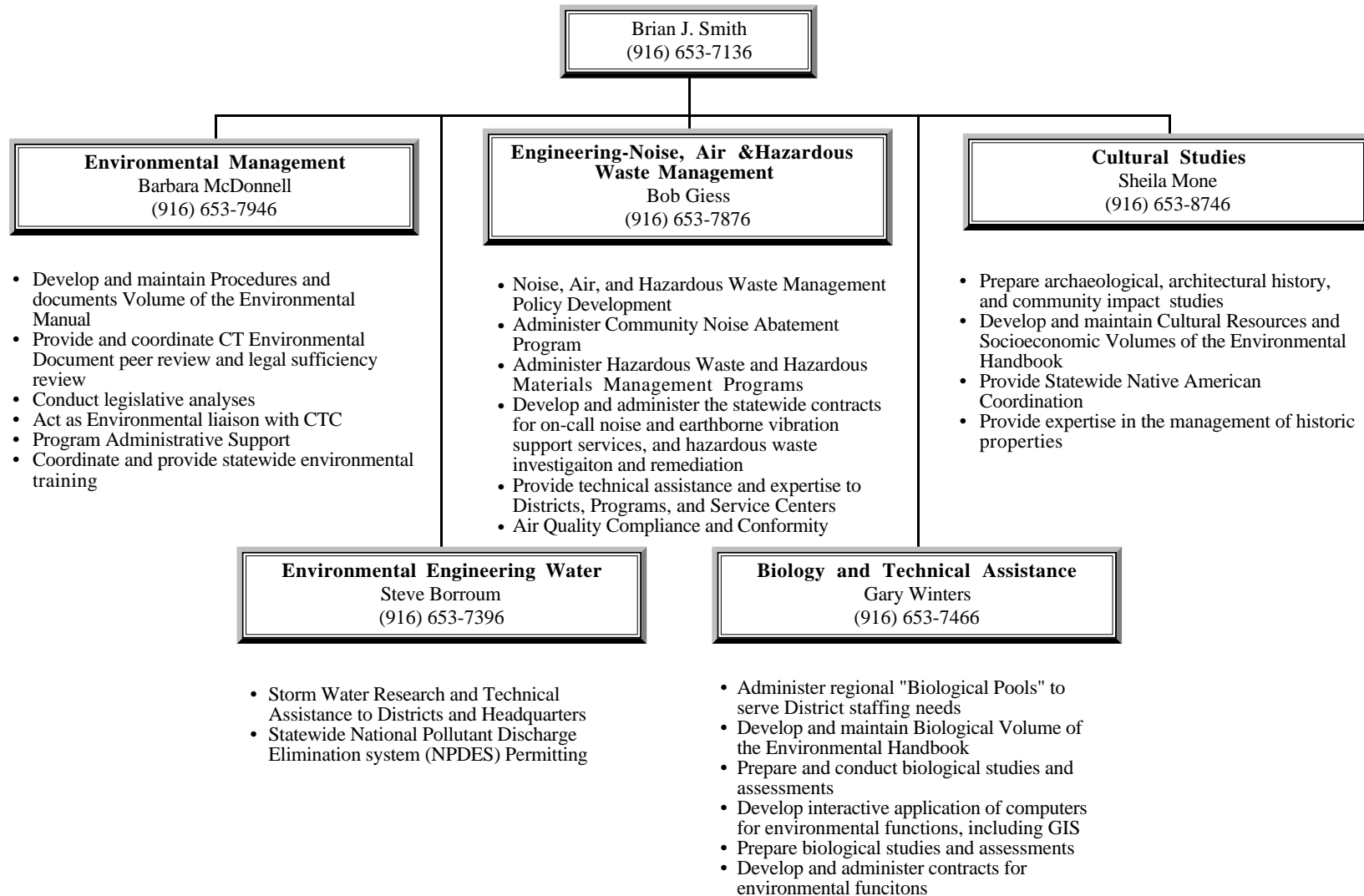
Aviation Planning
Nancy Benjamin
(916) 654-6223

- Develop California Aviation System Plan (CASP) to assess current and future aviation needs & implementation plan
- Participate in development of Federal planning policies and develop State aviation planning policies
- Coordinate intermodal planning and regional aviation system planning
- Provide liaison with New Technology Program and other agencies concerning aviation-related research activities
- Resource for aviation statistics
- Facilitate resolution of air quality issues affecting airports and airport users
- Review & comment on Regional Transportation Plans & Overall Work Programs

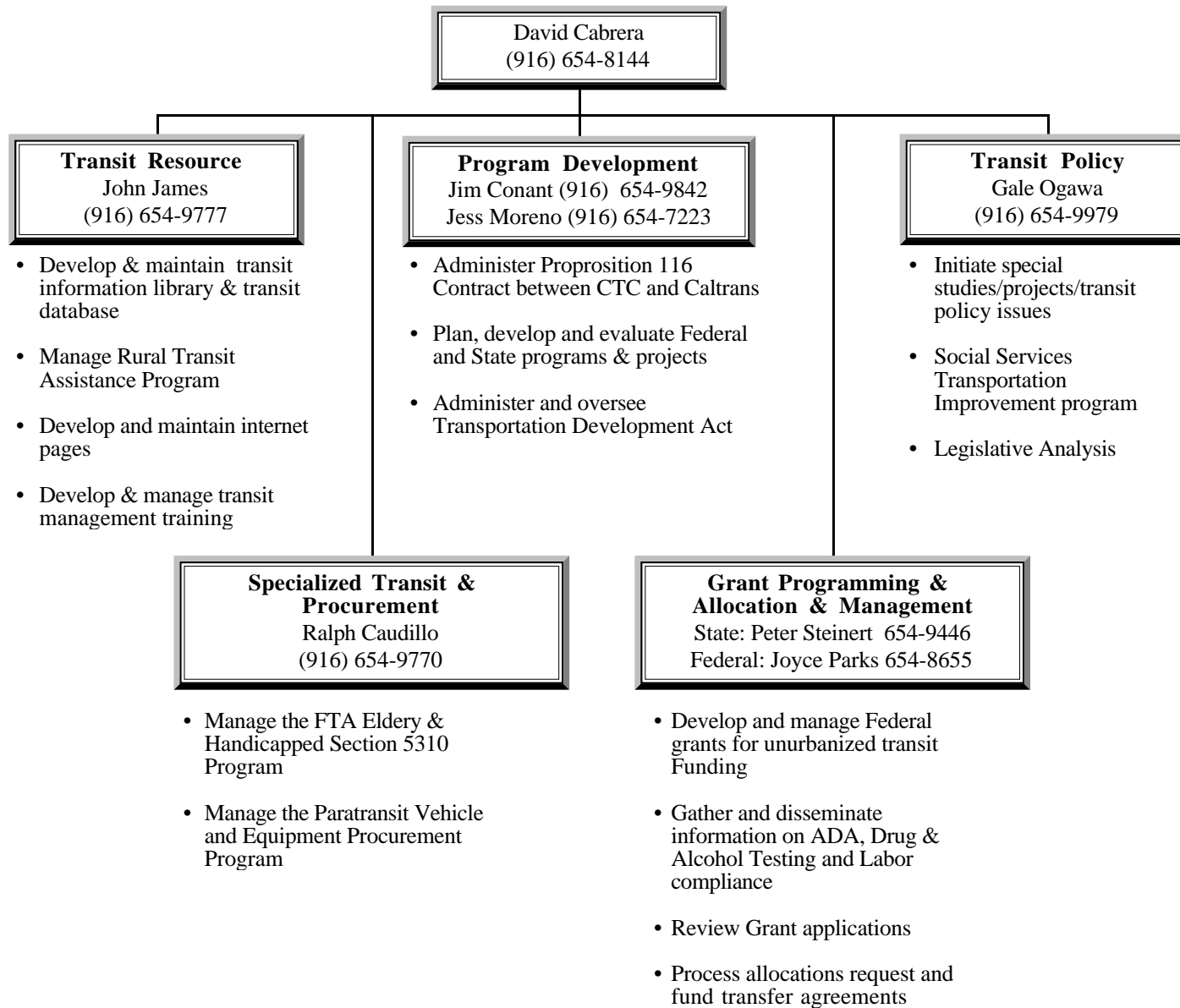
Technical Services
Robert Moore
(916) 654-3775

- Provide engineering assistance to local governments on airport capital improvement projects under the California Aid to Airports Program
- Maintain and update the Airport Pavement Management System (APMS) which identifies needs & estimates capital outlay cost
- Develop statewide Capital Improvement Program (CIP) for aviation needs
- Administer the California Airport Noise regulations to mitigate noise impacts on neighboring communities
- Publish Planning Guidelines for airport land use plans; review & comment on submitted plans
- Provide engineering advice & assistance internally for various programs
- Produce State Aeronautical Chart

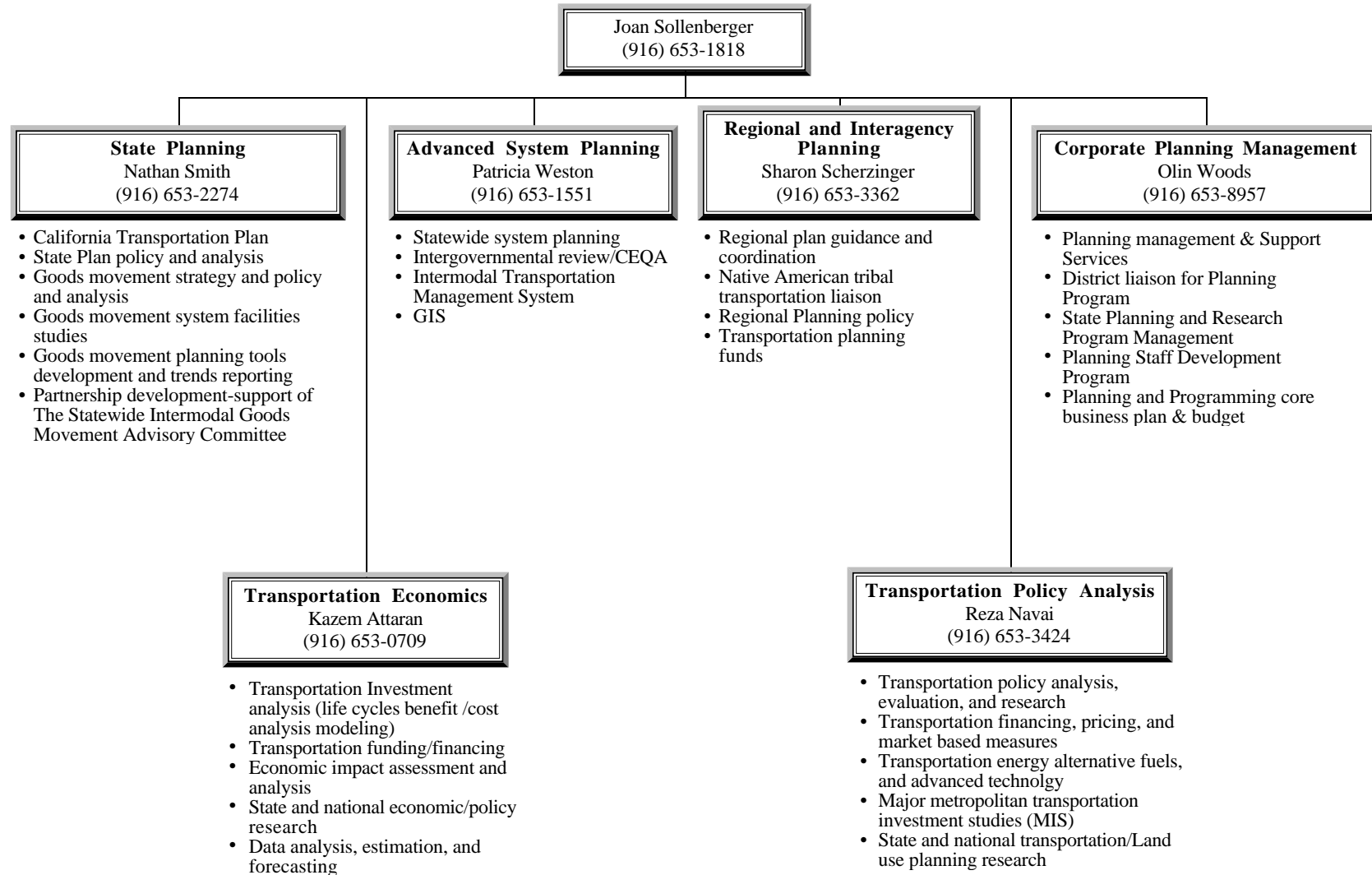
Environmental



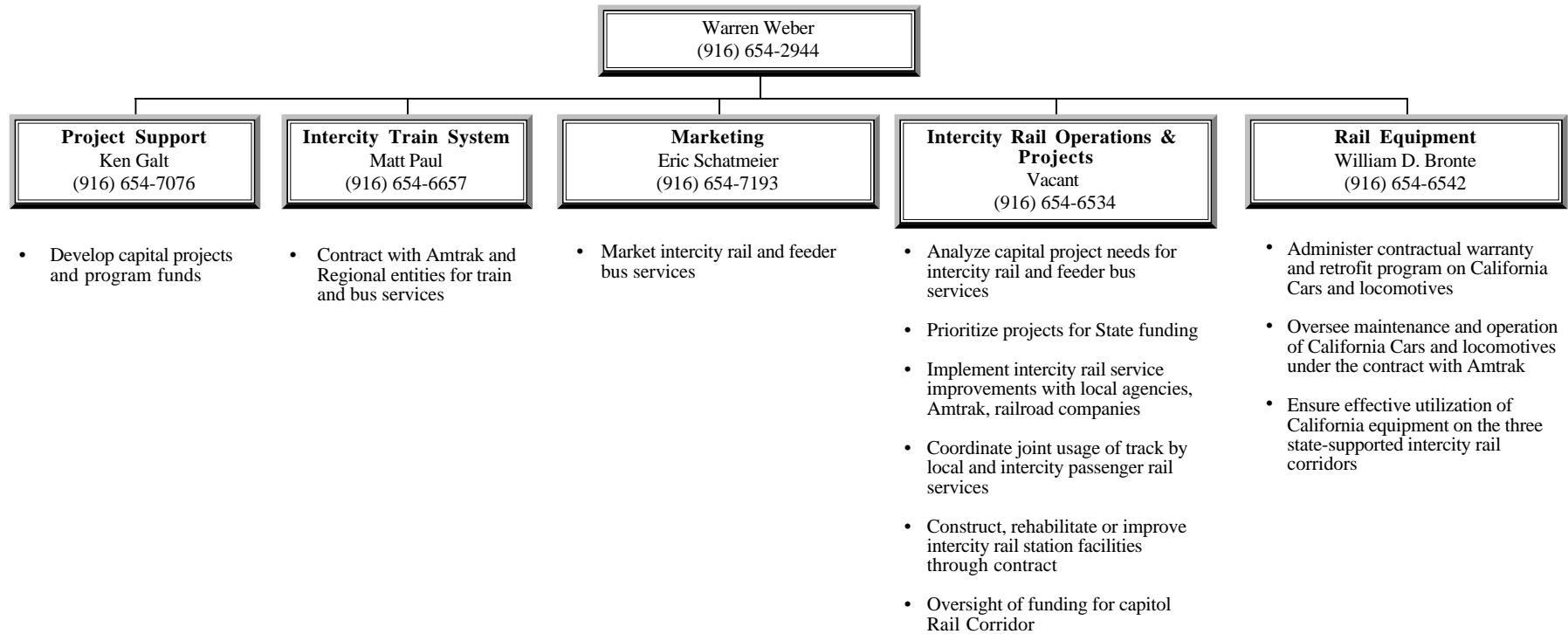
Mass Transportation



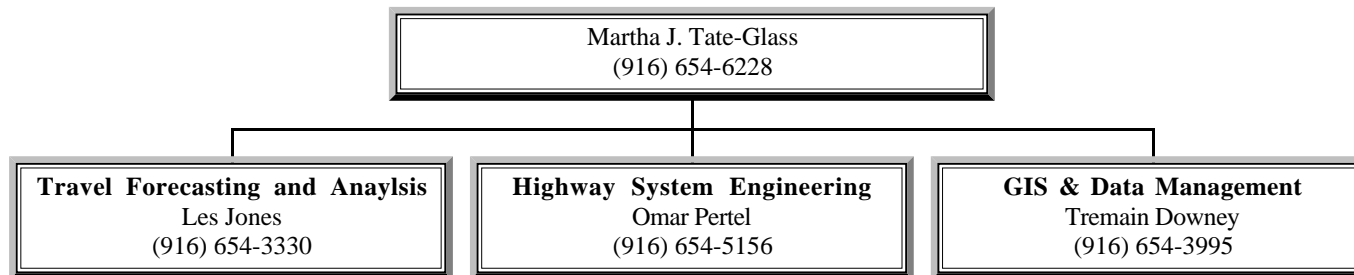
Planning



Rail



Transportation System Information

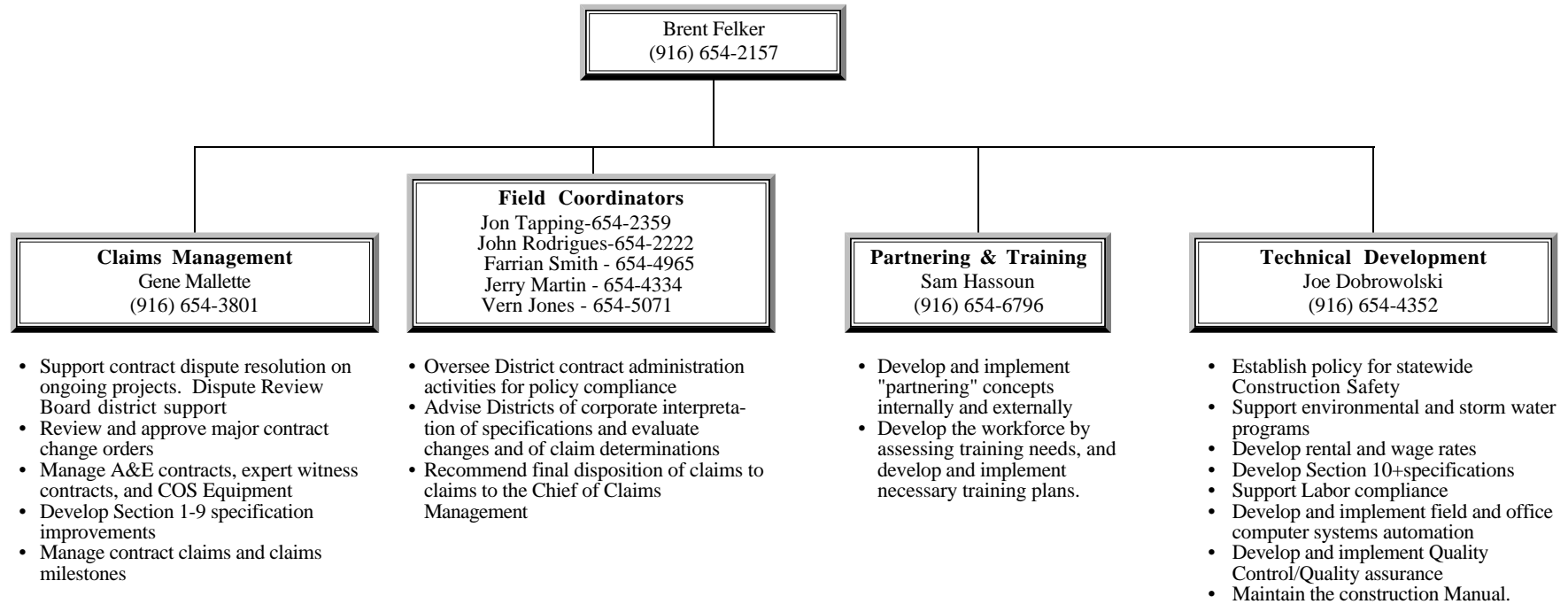


- Provides technical and analytical services related to transportation data collection activities and the Census Transportation Planning Package (CTPP)
- Develops and implements an integrated transp. system network (TSN) that will support the corporate database
- Certifies maintained public road mileage and manages the Highway Performance Monitoring System (HPMS)
- Develops, maintains, and operates statewide travel demand and air quality models and provides technical support on these models to district, regions, other state agencies, and other transportation partners
- Produces statewide vehicle miles traveled and fuel forecast report and truck kilometers of travel report annually
- Maintains and manages the State Highway Inventory portion of PMCS
- Coordinates and implements Intelligent Transportation System (ITS) activities related to modeling with districts and other programs

- Provides technical and analytical studies and reports on highway systems and related transportation systems
- Provides review, analysis and proposals of legislation for federal and state highway programs
- Manages the National Highway System (NHS) within California; manages Legislative route numbering and State, U.S. and Interstate sign route numbering
- Publishes current maps: State Highway map, maps of functionally classified roads in the California Road System (CRS): Lifeline Routes, NHS, F&E system, District Boundary maps
- Recommends relinquishment of highways superseded by route relocation
- Responsible for traversable highways status and adoption by the California Transportation Commission (CTC)

- Manages implementation of statewide Geographic Information System for Planning
- Coordinates AASHTO Electronic Information System
- Coordinates preparation and submittal of Federal and other required Statistical Reports
- Reviews and analyzes federal legislative proposals for the reauthorization of the nation's Transportation Act which provides federal fund apportionments to states.
- Manages the transportation system performance measures project for the California Transportation Plan

Construction



Project Management

John A. Boda
(916) 654-2494

District Coordinator
Matt Bailey
(916) 654-6201

- Liaison to D-4 on all Project Mgmt. Program issues
- Monitor & evaluate support allocation & expenditures for D-4 (operational Plan)
- District resource

Project Mgmt. Process Improvement
Nigel Blampied
(916) 654-5395

- Establish processes to ensure that capitol projects include all work to complete jobs sucessfully
- Establish processes to make most effective use of the people involved in capitol projects
- Establish processes to ensure the proper collection, dissemination and ultimate disposition of capital project information
- Establish processes to indentify, analyze and respond to capital projects risks
- Establish processes to acquire goods and services for capital projects from outside of Caltrans

Program Resource & Mgmt Support
Ileen Jellison
(916) 654-2227

- Develop and monitor Capital Outlay Support and Local Assistance Allocations- statewide
- Liaison for Personnel, exams, training and safety for Project Mgmt. and Design & Local Programs
- Manage Capital Outlay Support & Local Assistance
- Maintains Director's Tracking report for Contracts and the CORE Programs's Staffing Plans

Program Mgmt. Support
Terry Murphy
(916) 654-3865

- Seismic Retrofit Program Manager
- Monitor & report on the delivery of Programmed Projects (STIP, SHOPP)
- Coordinate resolution of project delivery issues-Project Change Control
- Bridge Scour Program Manager

Project Cost Analysis & Statisics
Greg Magaziner
(916) 654-2942

- Report on Capital Outlay Support (COS) performance measures
- Maintatin statewide COS workload Breakdown Structure (WBS), Resource Breakdown Structure (RBS) and Workload Estimating Norms (WEN) formulas, timelines and workload distributions
- Develop and provide charging practice and project cost management training
- Maintain/update the Engineering Cost Reporting (ECR) system and provide a full range of statistical/analytical reports to district and headquarters management

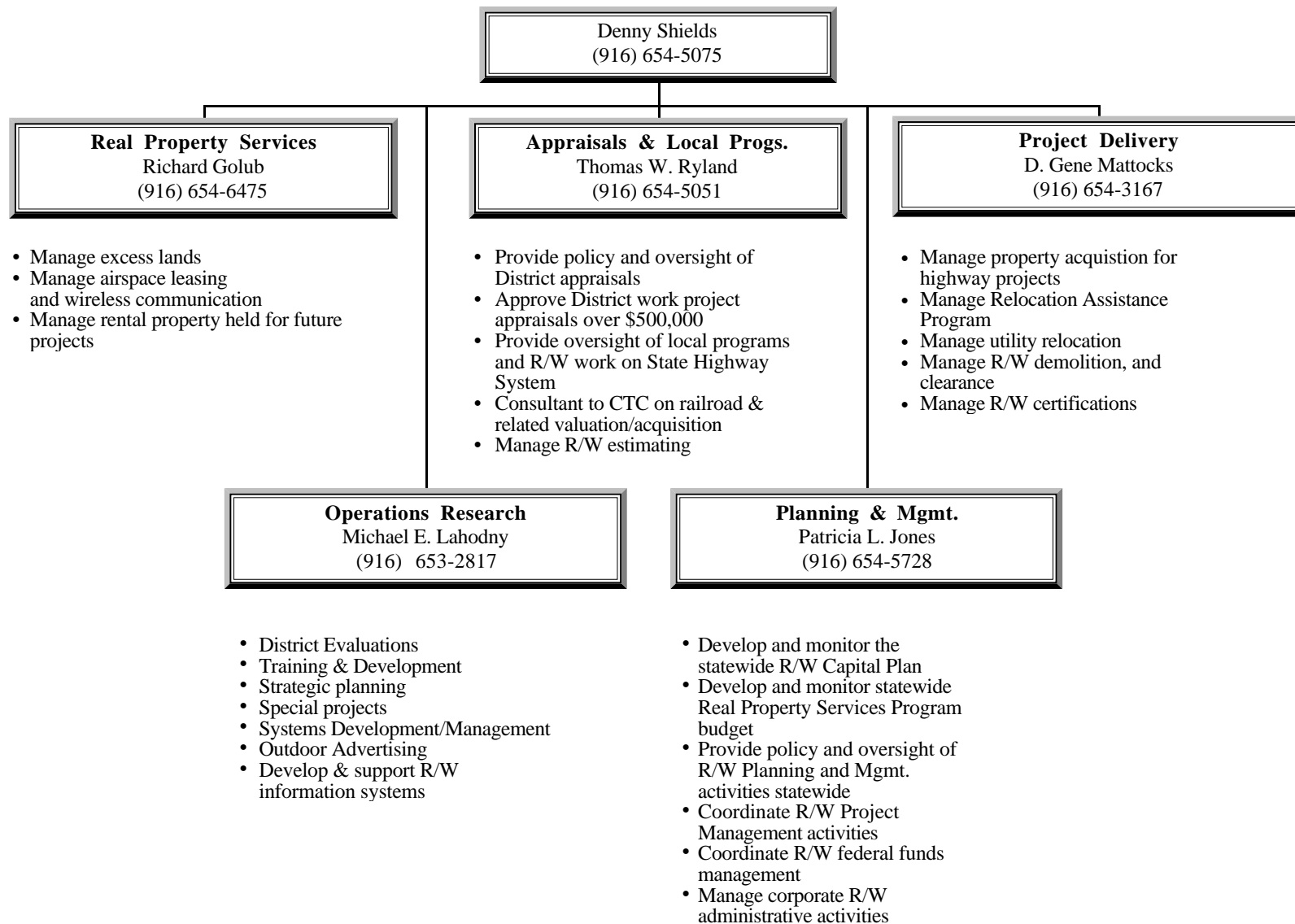
Project Workload & Data Mgmt
Dave Youmans
(916) 654-2476

- Develop capital projects (COS) workload estimates for current and future years statewide
- Manage program /project data and provide COS reporting
- Provide guidance on project data, capital projects support cost, and transition to performance based budgeting
- Manage capital projects inventory and support databases

Project Mgmt. Sys. Implementation
Ross Chittenden
(916) 654-2395

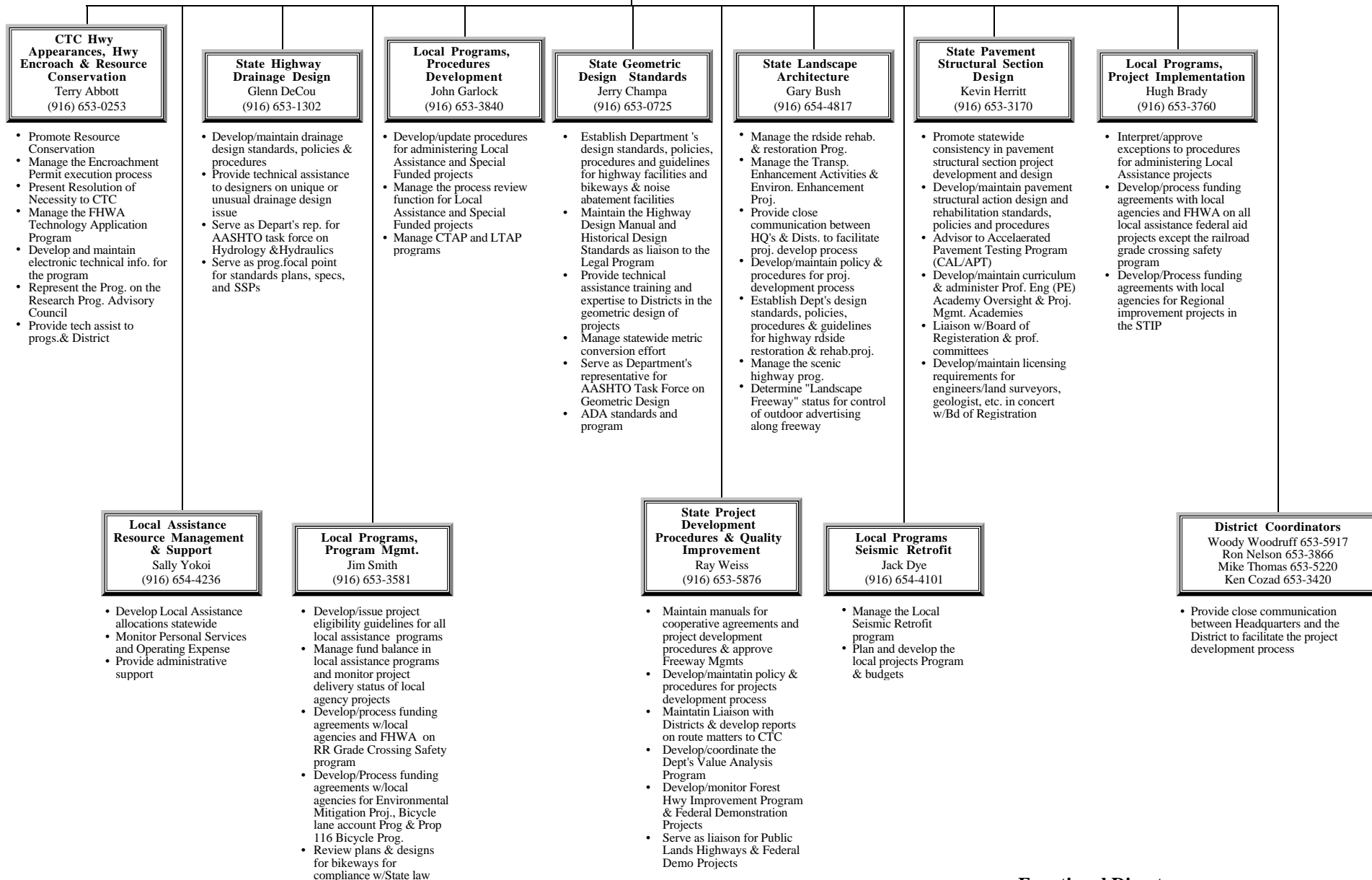
- Establish processes and develop tools to ensure the timely completion of capital projects
- Establish processes and develop tools to ensure that capital projects are completed within the approved budget
- Operational support of various project management tools, including XPM, PSCS and the Project Mgmt. Data Warehouse

Right of Way



Design and Local Programs

Bob Buckley (916) 654-3858
Alan Glenn (916) 653-1776



Accounting Service Center

John Wells (916) 227-9000
Larry Tom (916) 227-9283

Fiscal Systems
Vacant
(916) 227-4280

- Maintenance of core accounting system TRAMS and fiscal sub-systems support
- New fiscal systems and application development
- Fiscal systems consulting support

Financial Accounting & Analysis
Laurine Bohamera
(916) 227-9001

- Establish and ensure accurate EA charging practices
- Monitor and manage appropriations for the various departmental funding sources
- Cashiering
- Inventory the Department's fixed assets
- Prepare the Department's financial statements

Management Services
Alice Stebbins
(916) 227-9279

- Provide administrative support: budget, personnel, facilities, intranet, training, staff development, student coordination, legislation, clerical & mail room support, safety/security, policy and management reporting

Accounts Payable
John Pieruccini
(916) 227-9227

- Vendor payments
- Employee travel expense payments
- Management of revolving fund
- Maintain statewide encumbrances for support budget
- Visa payments

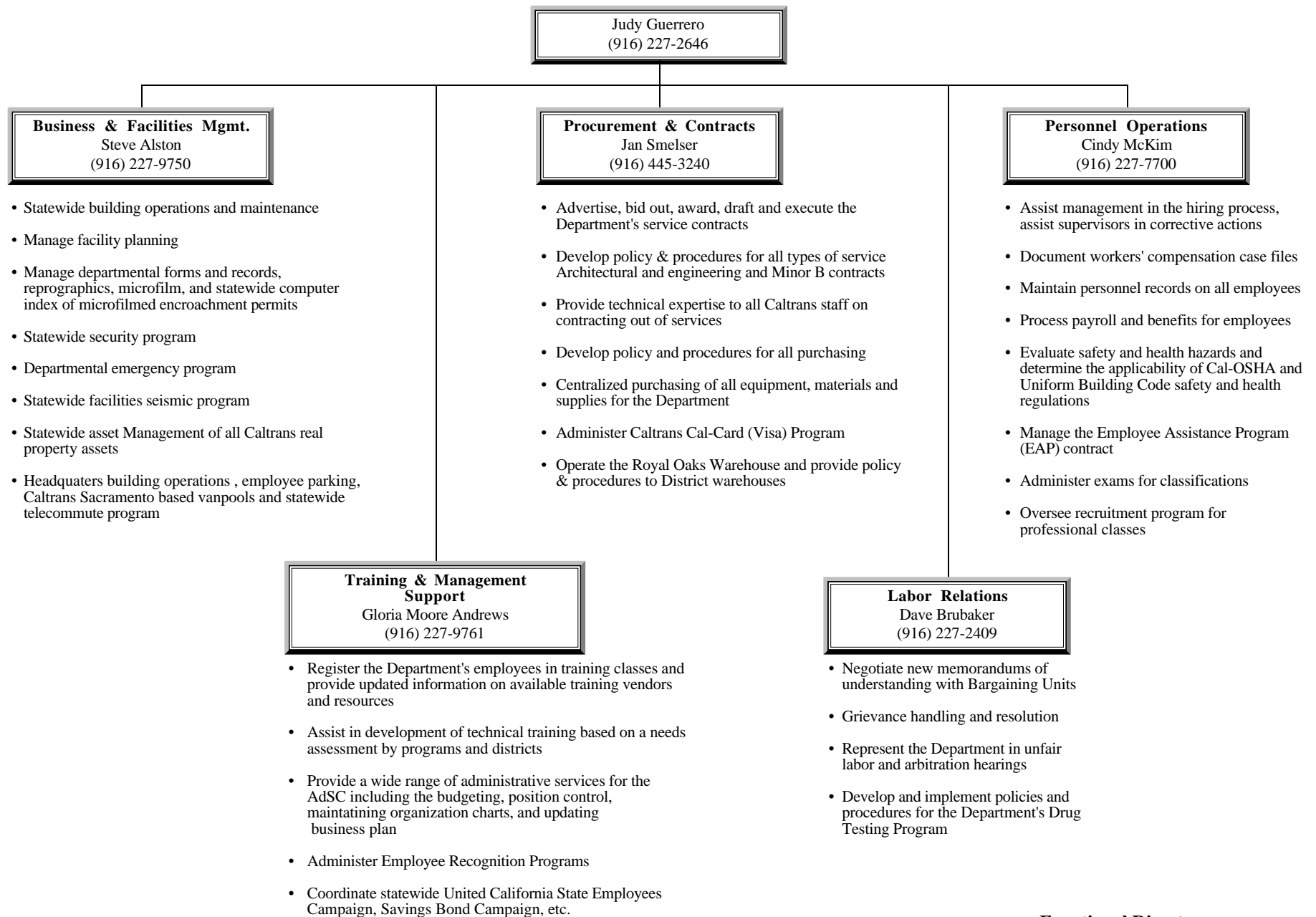
Accounts Receivable & Program Accounting
Maria Cornelius
(916) 227-9293

- Billing and collecting accounts receivables
- Federal billing and reporting
- Local program accounting
- Federal grant accounting
- Right of Way program accounting
- Project final vouchering

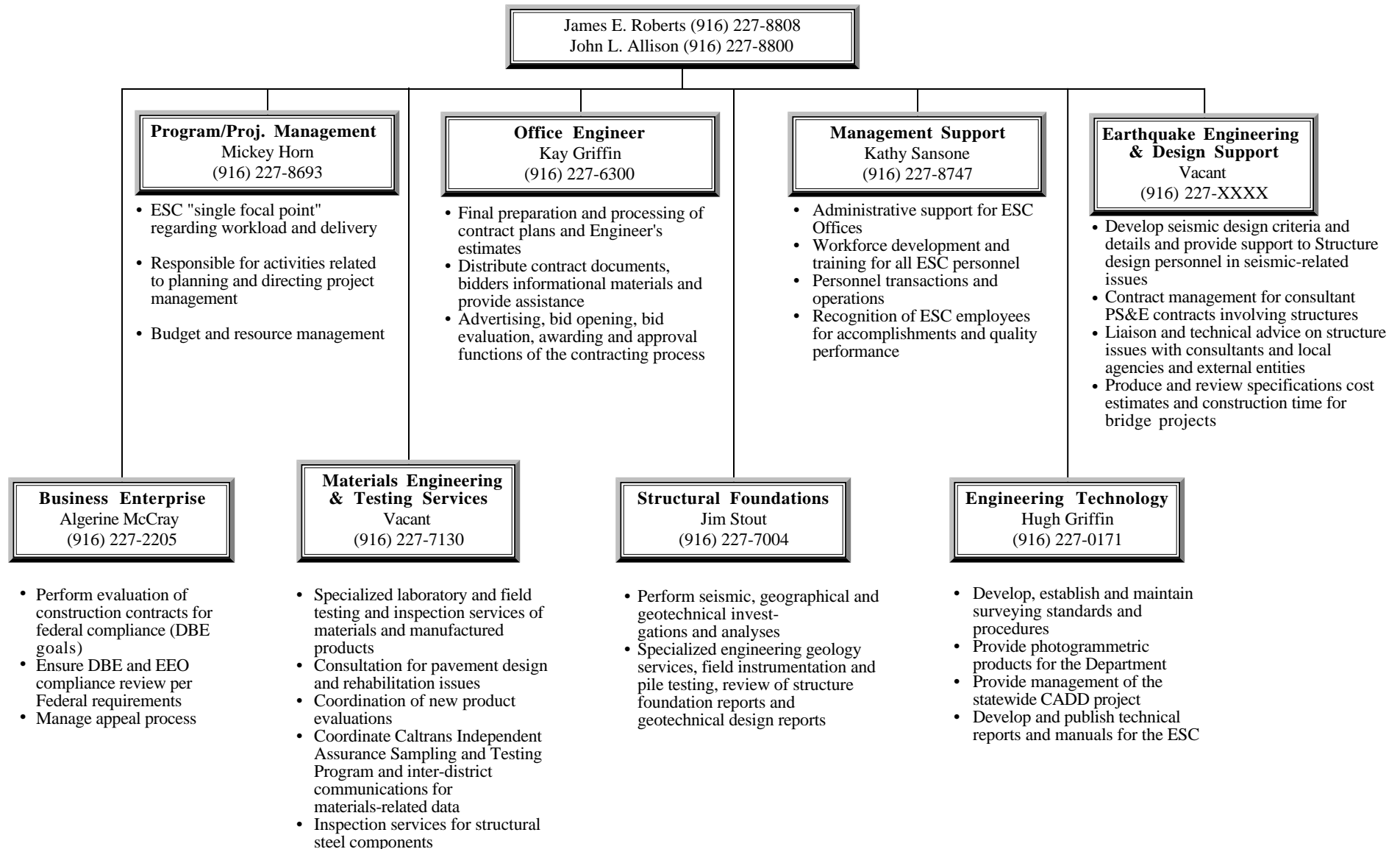
Toll Bridge & Special Accounting
Larry Tom (Interim)
(916) 227-9283

- Toll revenues billings:, collections, cashiering, financial statements
- Oversee statewide toll accounting process
- AVI-electronic toll collection system

Administrative Service Center



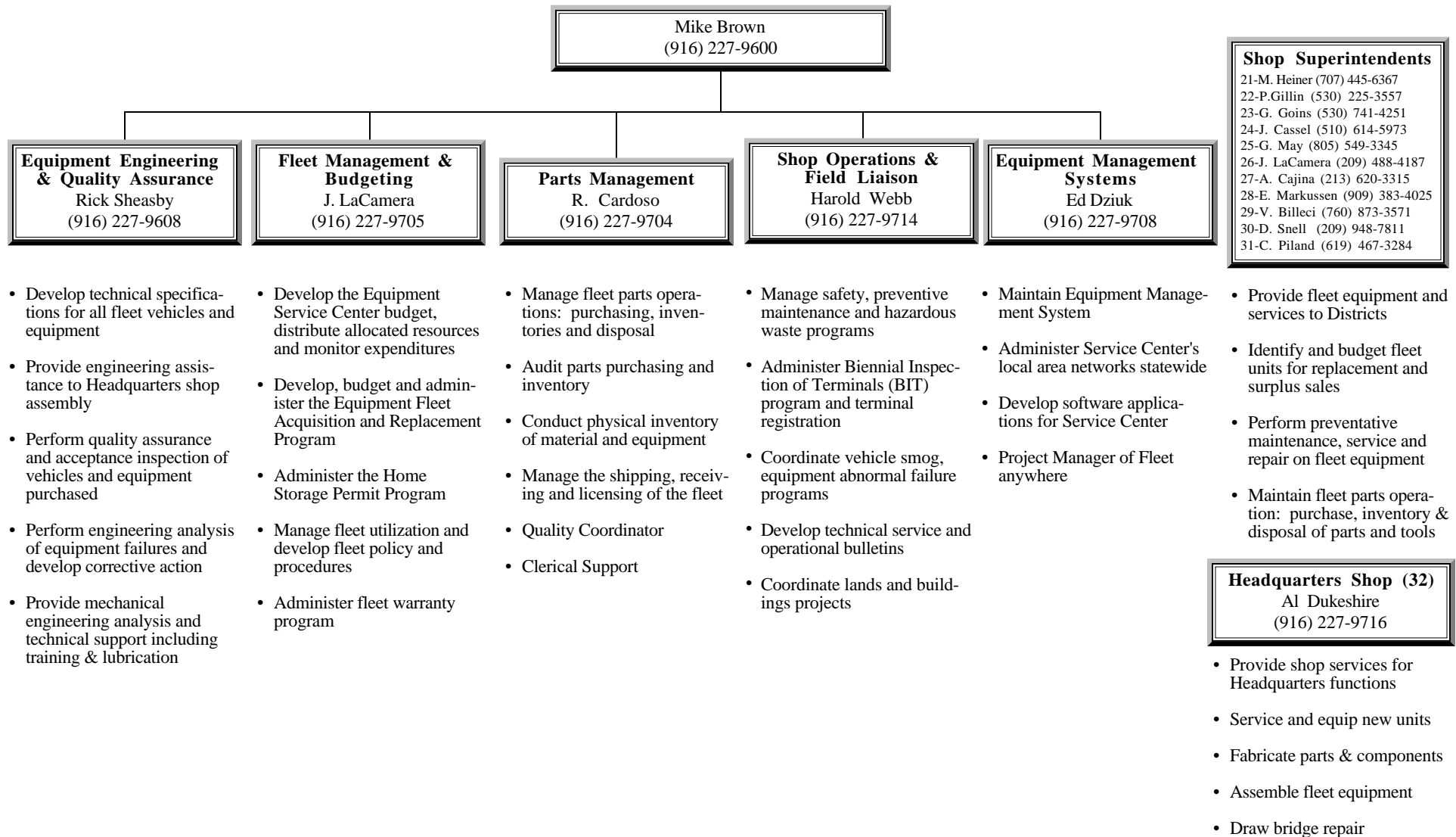
Engineering Service Center



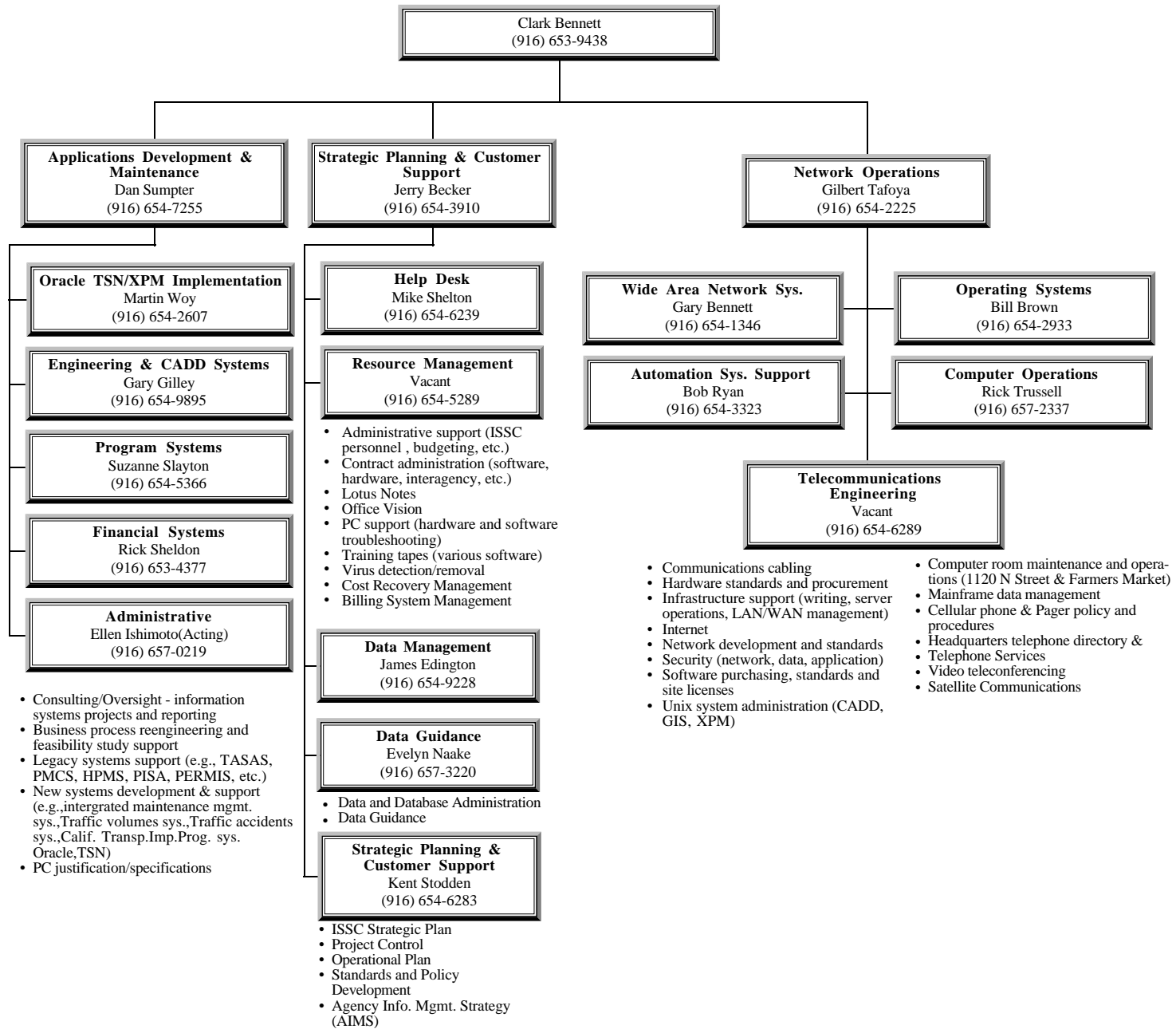
Engineering Service Center – Structures



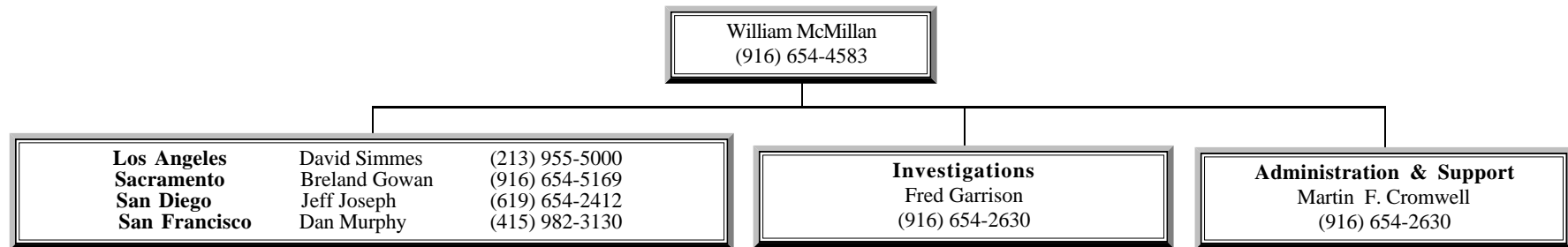
Equipment Service Center



Information Systems & Service Center



Legal Service Center



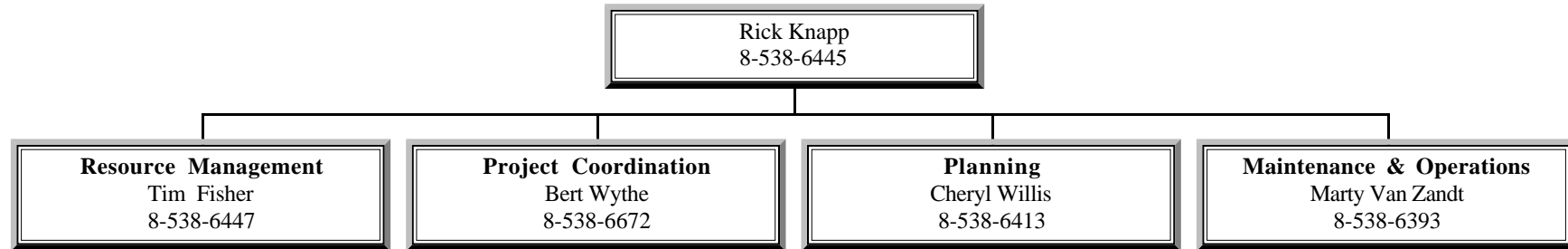
- Public Liability Law:
 - General Tort Legal Assistance
 - Tort Litigation
 - Motor Vehicle Liability Litigation
 - Board of Control/Potential Tort Claims
 - Damage Recovery/Admiralty/OSHA
 - Small Claims
- Real Property Law:
 - General Property Management Assistance
 - Eminent Domain
 - Inverse Condemnation
 - Unlawful Detainer/Rent Collection
 - General Right of Way Assistance
 - Outdoor Advertising
 - Airspace Leasing
 - Encroachment Permits
- Transportation Law
 - General Transportation Law Assistance
 - Aeronautics
 - Rail
 - New Technology
 - Transportation Permits
 - Maintenance
 - Mass Transportation

- Contract Law:
 - General Contract Law Assistance
 - Office Engineer Assistance
 - Contract Claims Review
 - Construction Labor Compliance
 - Stop Notices
 - Contract Litigation/Arbitration Civil Rights/DBE
- Environmental Law:
 - General Environmental Assistance
 - Environmental Litigation
 - Hazardous Waste
- Miscellaneous Legal Services:
 - Law Development
 - Business, Transportation and Housing
 - Office of the General Counsel
 - Work for Others
 - California Transportation Commission

- Coordinate training and equipment needs for tort litigation investigations
- Respond to the public's requests under the Public Records Act (traffic studies, cases, aerial photos, etc.)

- Budget, Personnel, Facilities, Equipment
- Expert Witness Contracts
- Board of Control Liaison
- Claims Offices
- Law Libraries
- Legal Support

District 1 – Eureka



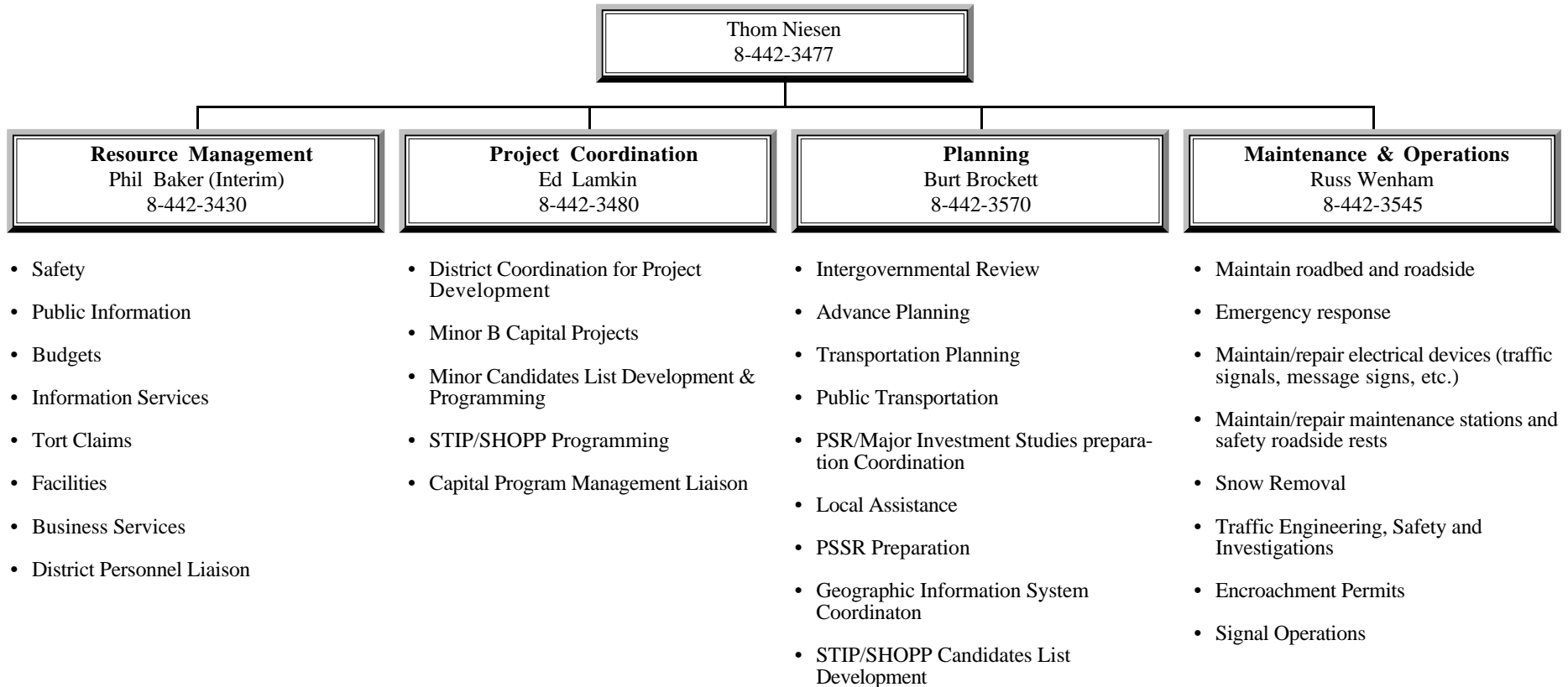
- Safety
- Public Information
- Budgets
- Information Services
- Tort Claims
- Facilities
- Business Services
- District Personnel Liaison
- Security

- PSSR preparation
- District Capital Outlay Project Coordination
- Hydraulics
- Minor B Capital Projects
- Capital Program Management Liaison

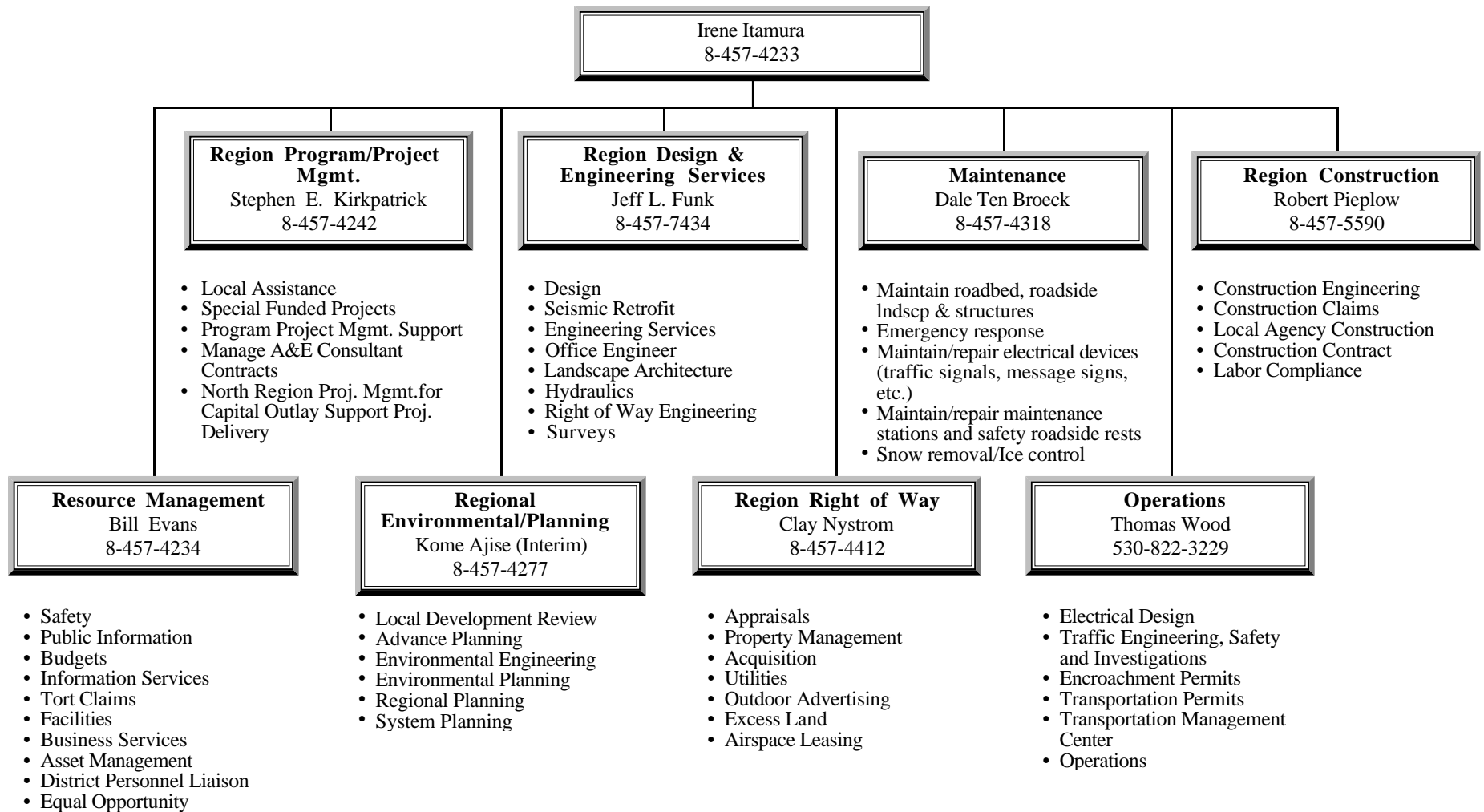
- Intergovernmental Review
- Transportation Planning
- Public Transportation
- PSR/Major Investment Studies preparation coordination
- Local Assistance
- Transit/Rail

- Maintain roadbed and roadside
- Emergency response
- Maintain/repair electrical devices (traffic signals, message signs, etc.)
- Maintain/repair maintenance stations and safety roadside rests
- Traffic Engineering, Safety and Investigations
- Encroachment Permits
- Signal Operations
- TMC/TMT
- Maintenance Engineering
- Equipment Coordination

District 2 – Redding



District 3 – Marysville – Northern Region

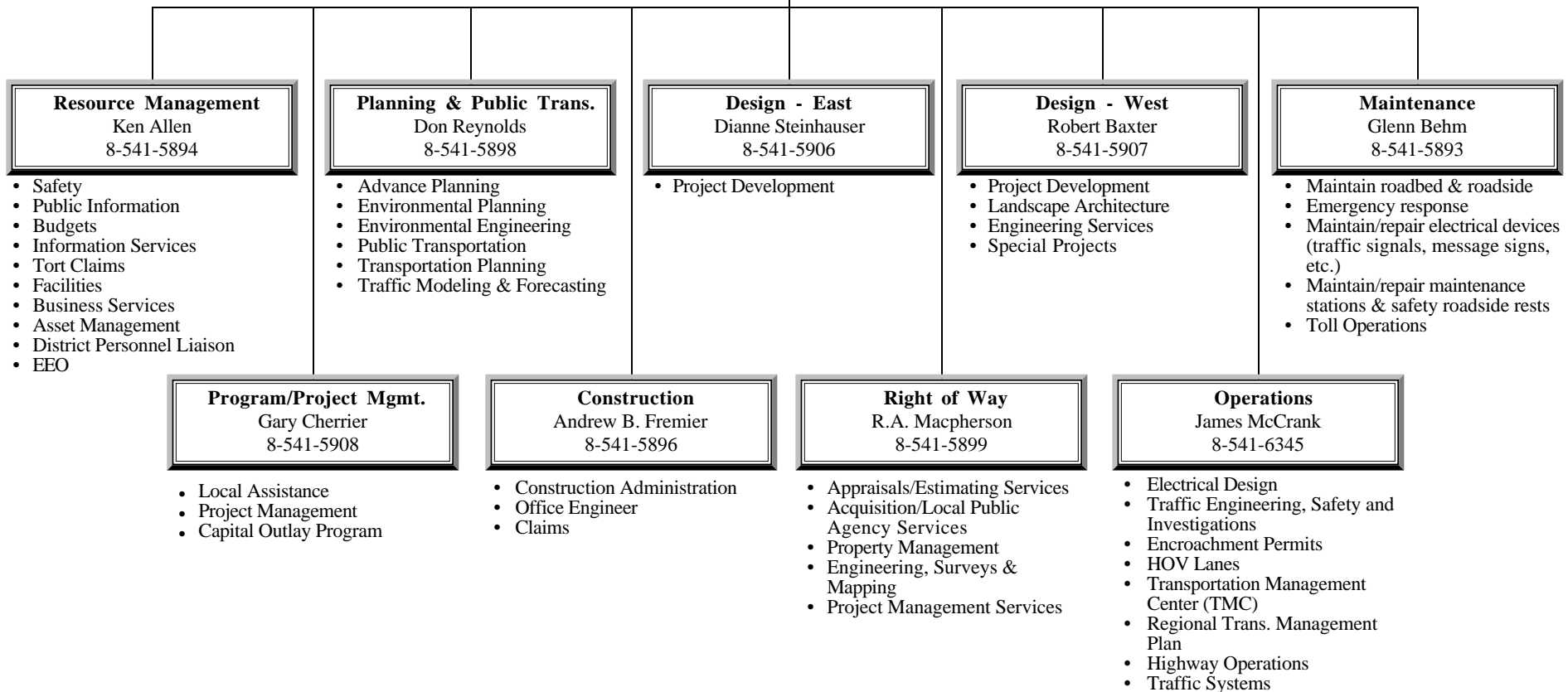


District 4 – Oakland

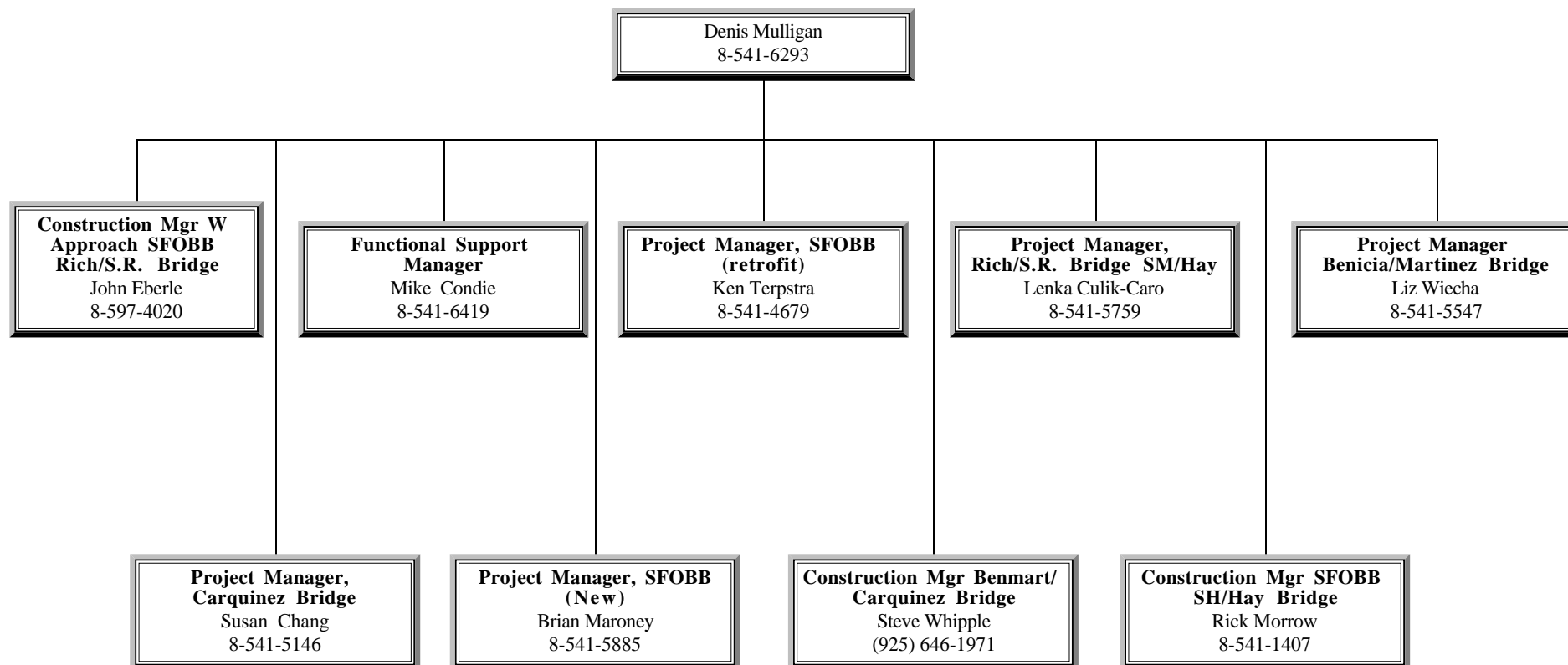
Harry Yahata 8-541-5900
Paul Hensley 8-541-6250

Toll Bridge Program Manager SFOBB/Other Toll Bridges Denis Mulligan 8-541-6293

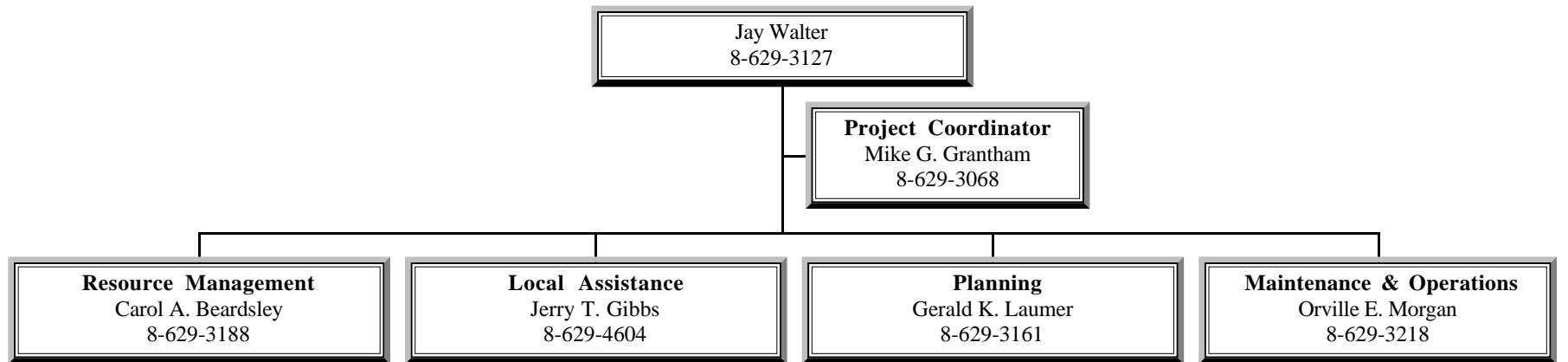
- Oversight of Statewide Bridge Retrofit Projects (7 District 4 and 2 in District 7 & 11) New Bridge Project (SFOBB East) (see chart on the following page for details)



District 4 – Toll Bridge Program



District 5 – San Luis Obispo



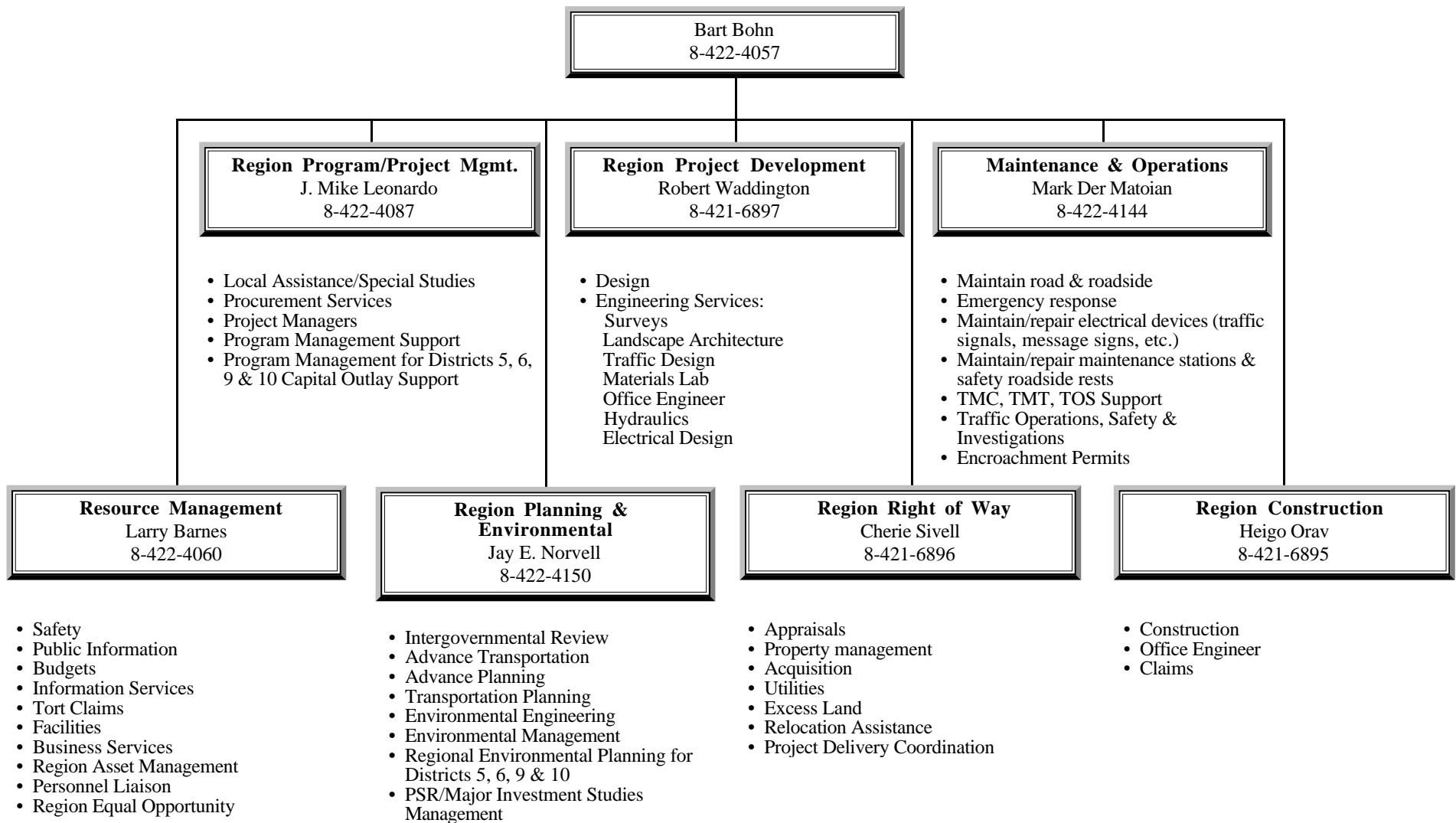
- Safety
- Public/Legislative Affairs
- Budgets
- Information Services
- Tort Claims
- Facilities
- Business Management
- Asset Management
- District Personnel Liaison
- Cashier

- Local Assistance
- Special Studies Coordination
- Cooperative Agreements

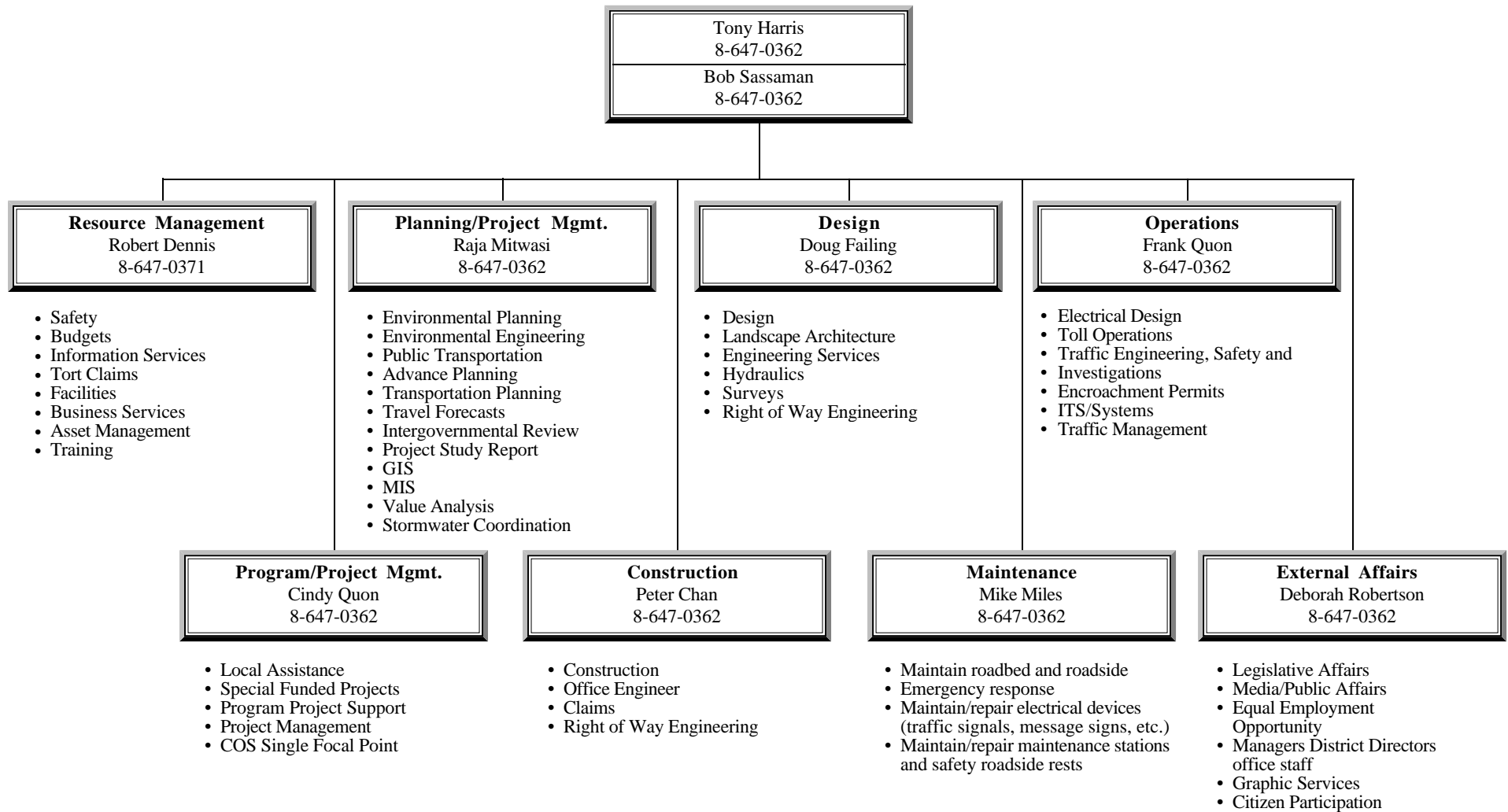
- Intergovernmental Review
- Advance Planning
- Transportation Planning
- Public Transportation
- Major Investment Studies

- Maintain roadbed and roadside
- Emergency response
- Maintain/repair electrical devices (traffic signals, message signs, etc.)
- Maintain/repair maintenance stations and safety roadside rests
- Traffic Engineering, Safety and Investigations
- Encroachment Permits
- Signal Operations

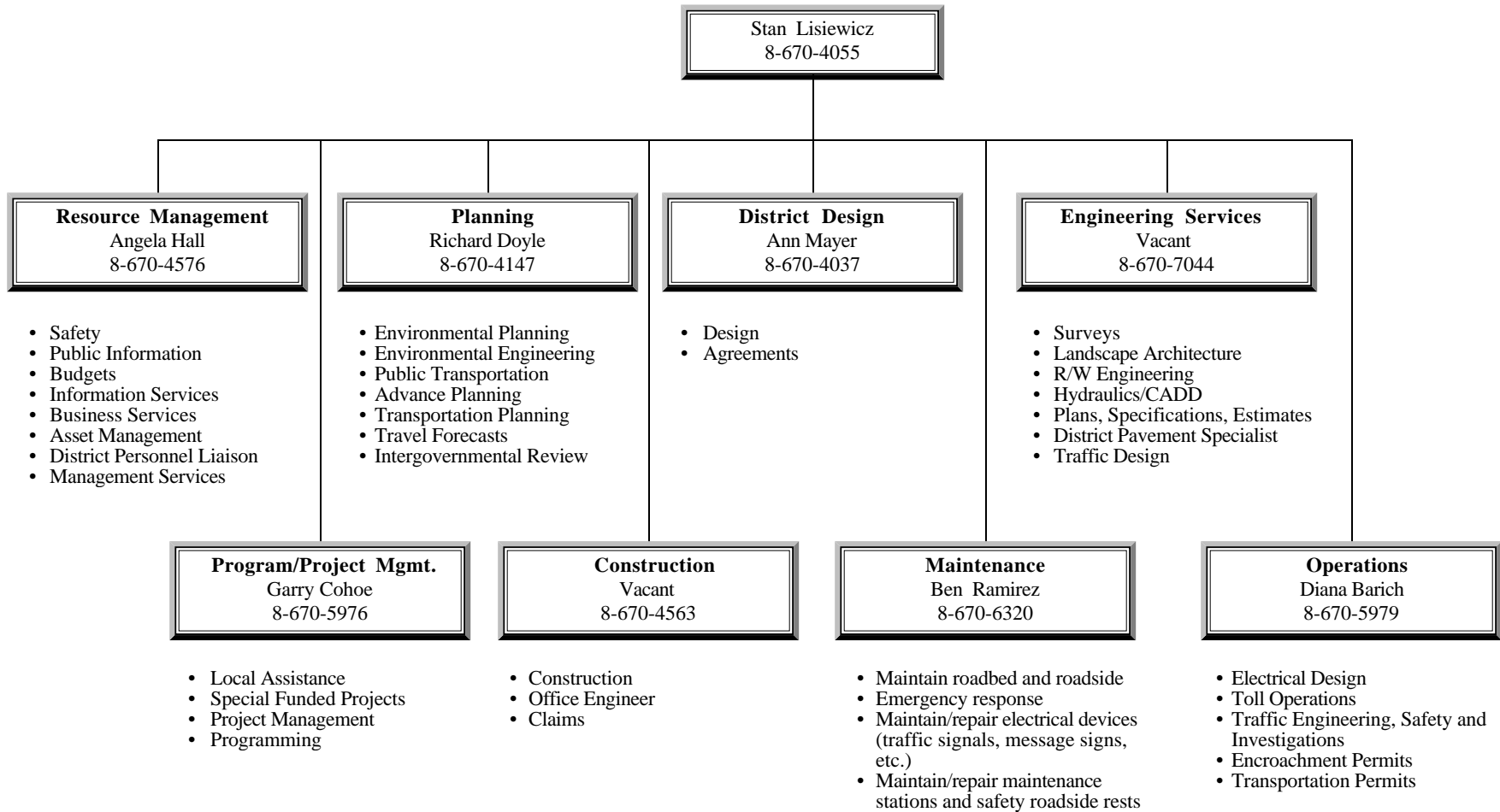
District 6 – Fresno – Central Region



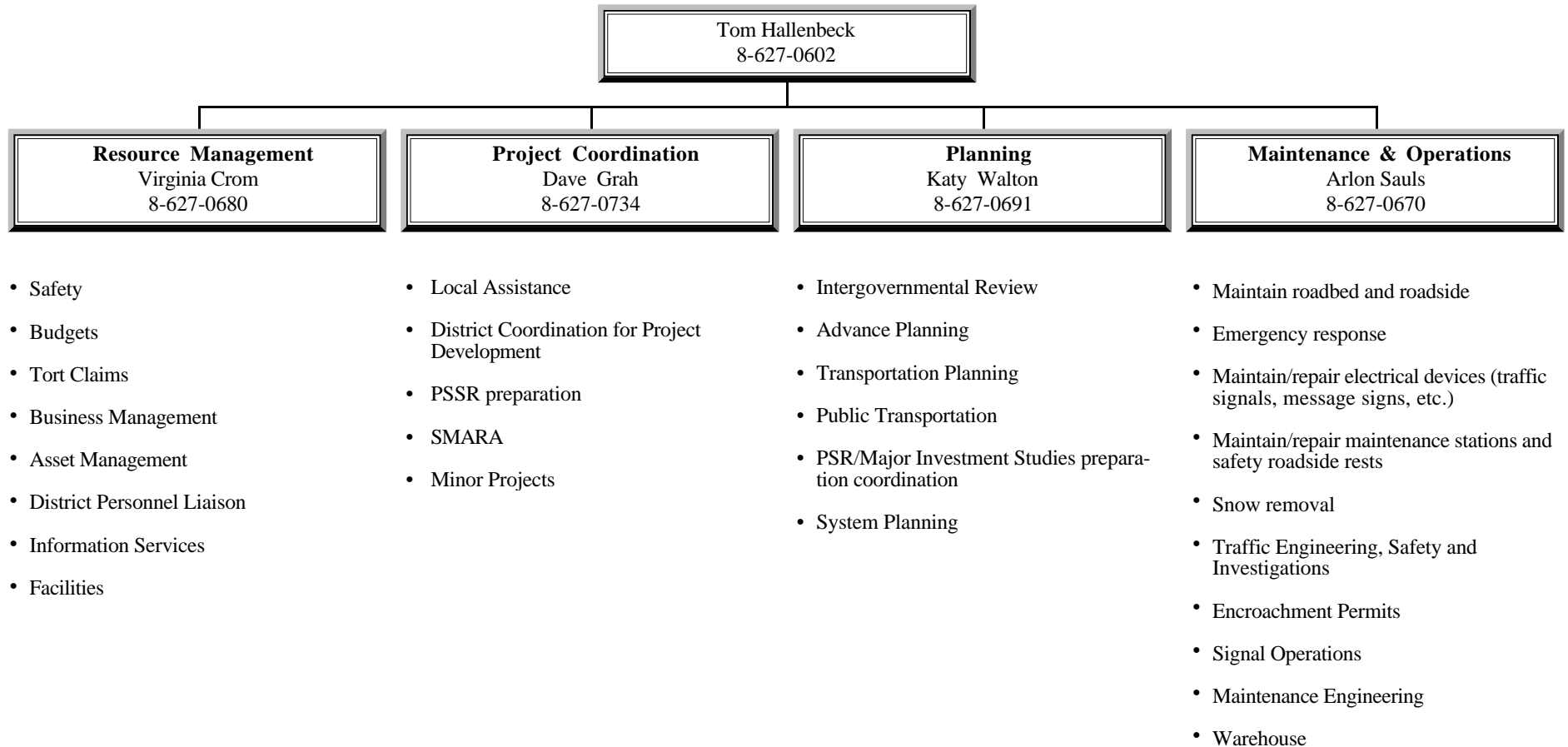
District 7 – Los Angeles



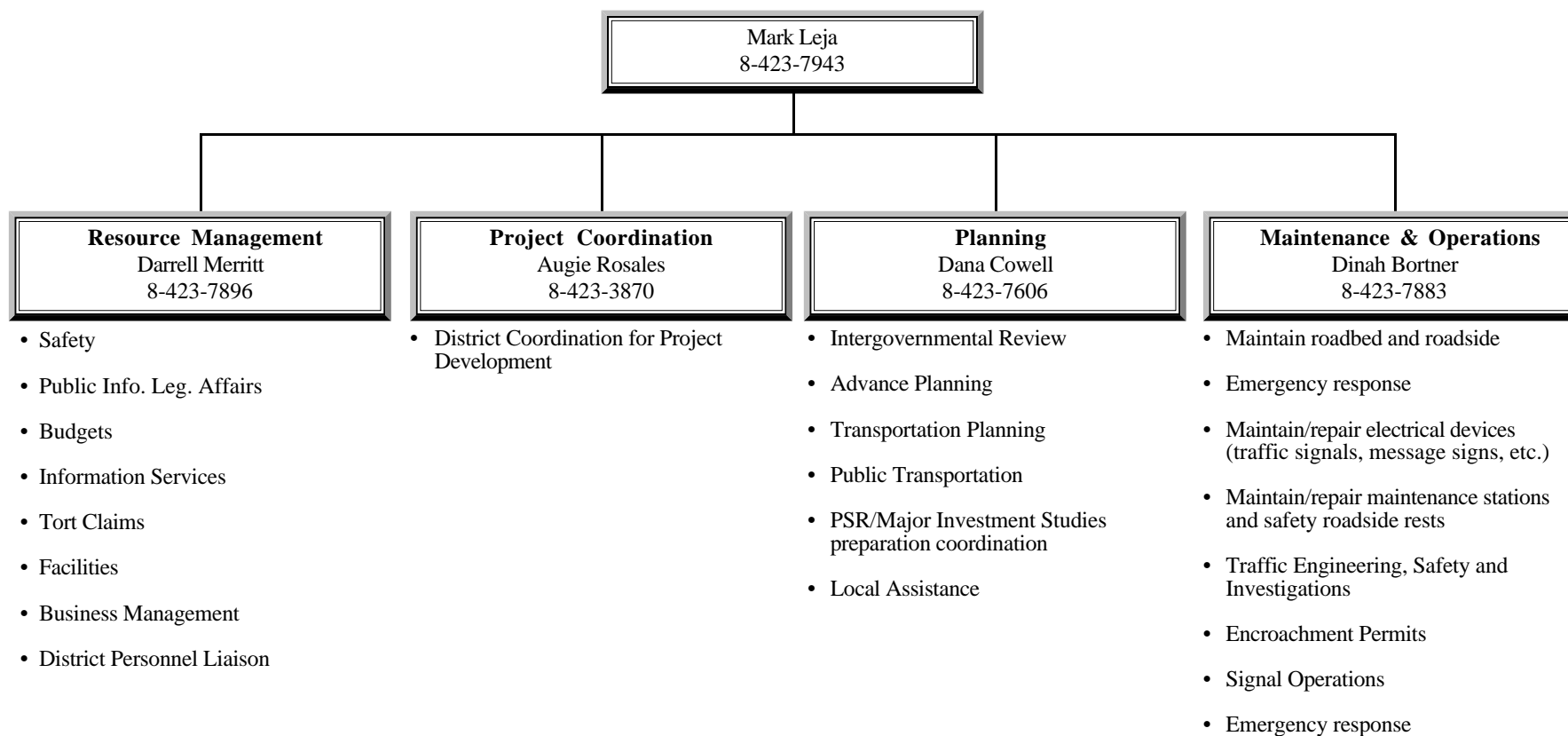
District 8 – San Bernardino



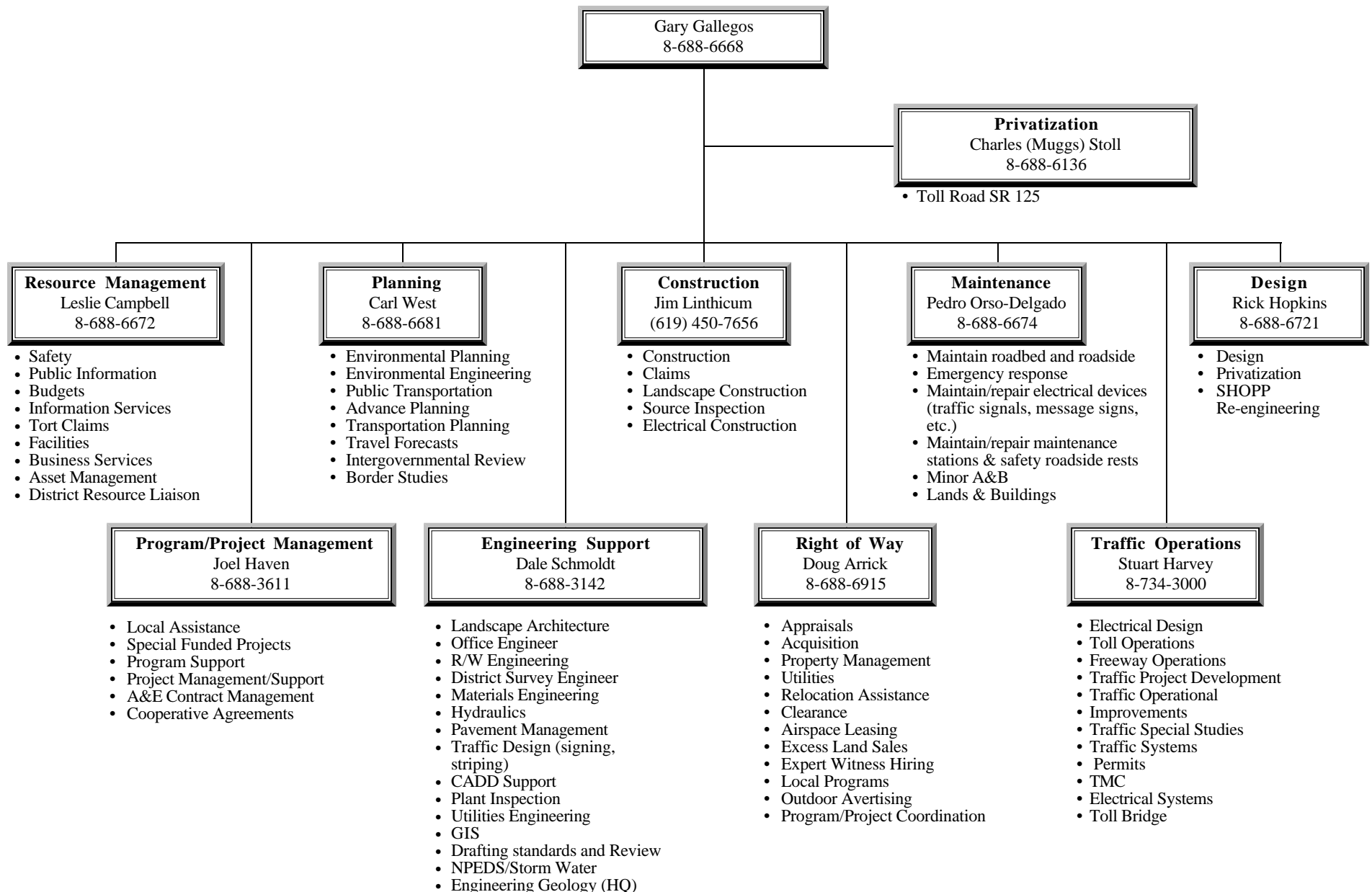
District 9 – Bishop



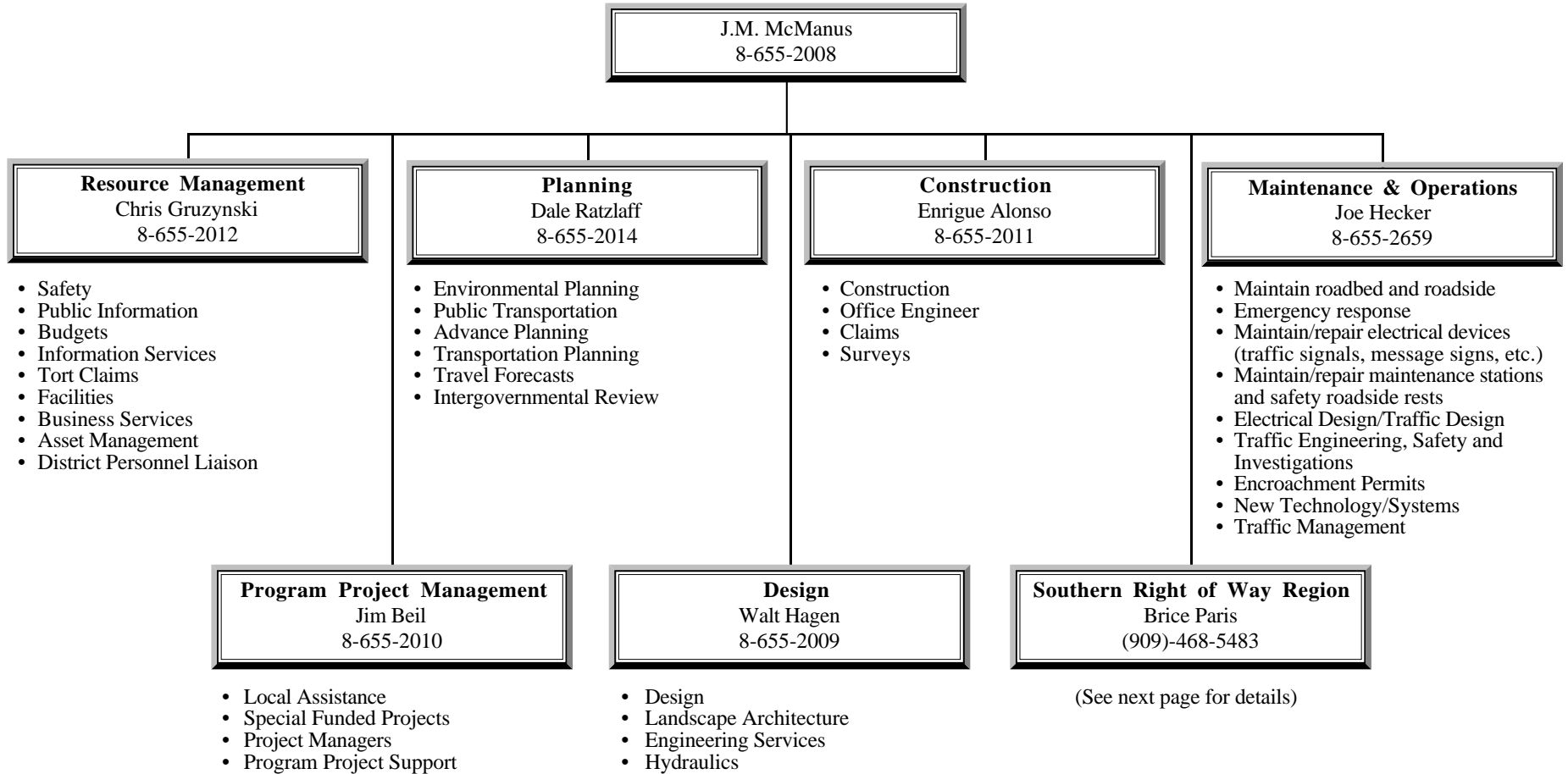
District 10 – Stockton



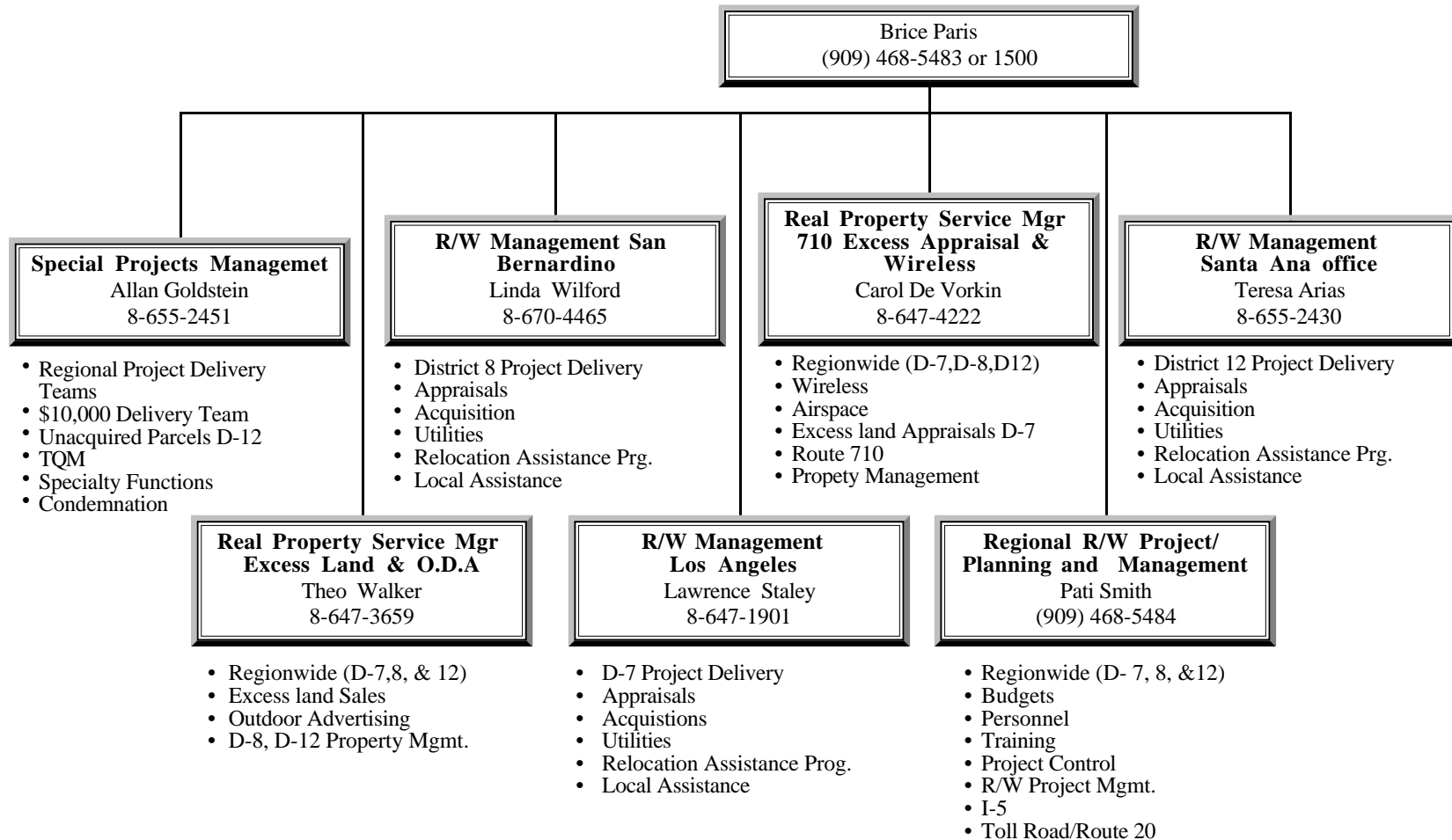
District 11 – San Diego



District 12– Santa Ana



District 12 – Southern Right of Way Region



ACRONYMS

A & E	Architecture and Engineering
AA	Affirmative Action
AASHTO	American Association of State Highway and Transportation Officials
ADA	Americans With Disabilities Act
APMS	Airport Pavement Management System
AVI	Automatic Vehicle Identification
BART	Bay Area Rapid Transit
BIT	Biennial Inspection of Terminals
CADD	Computer Aided. Drafting and Design
CAL/APT	Accelerated Pavement Testing Program
CASP	California Aviation System Plan
CCOS	Contract Change Orders
CEQA	California Environmental Quality Act
CHIN	Caltrans Highway Information Network
CIP	Capital Improvement Program
CMAQ	Congestion Mitigation Air Quality
COS	Capital Outlay Support
CTAP	Cooperative Training Assistance Program
CTC	California Transportation Commission
CTIMS	California Transportation Information Management System
CTPP	Census Transportation Planning Package
DBE	Disadvantage Business Enterprises
EA	Expenditure Authorization
EAP	Employee Assistance Program
EEO	Equal Employment Opportunity
FAA	Federal Aviation Administration
FCC	Federal Communications Commission
FHWA	Federal Highway Administration
GIS	Graphic Information Systems
HAR	Highway Advisory Radio
HDB	Highway Data Base
HPMS	Highway Performance Monitoring System
IISTPS	International Institute for Surface Transportation Policy Studies
IMMS	Integrated Maintenance Management System
IVHS	Intelligent Vehicle Highway Systems
LAN/WAN	Local Area Network/Wide Area Network

LTAP	Local Technical Assistance Program
MBE	Minority Business Enterprises
MMS	Maintenance Management System
MW	Microwave
NAFTA	North American Free Trade Agreement
NCHRP	National cooperative Highway Research Program
NHS	National Highway System
OSHA	Occupational Safety and Health Administration
PATH	Program on Advanced Technology for Highway
PE	Professional Engineer
PERMIS	Personnel Management Information System
PISA	Project Information System Analysis
PMCS	Project Management Control System
PS&E	Plans, Specification & Estimates
PSR	Project Study Report
PSSR	Project Scope Summary Report
PSTIP	Proposed State Transportation Improvement Program
QC/QA	Quality Control /Quality Assurance
RTL	Ready To List
SHOPP	State Highway Operating and Protection Program
SP & R	State Planning and Research
STIP	State Transportation Improvement Plan
TASAS	Traffic Accident Surveillance and Analysis System
TBF	Toll Bridge Funded
TCB	Transit Capital Improvement
TMC	Transportation Management Center
TOMIS	Traffic Operations Management Information System
TRAMS	Transportation Accounting Management System
TRB	Transportation Research Board
TSM	Traffic Systems Management
TSN	Transportation System Network
UCTC	University of California Transportation Center
WASHTO	Western Association of State Highway and Transportation Officials
XPM	eXpert Project Management